



Notice of Incomplete Application

March 27, 2025

RE: Application Number SPRMU250307

Property Address: 2075 WALTON CREEK RD;

Dear Applicant,

A permit application has been received by this office on March 25, 2025. The following required items are outstanding:

- Architectural Plans - The Architectural Plans are missing Code Study and Life Safety Plans and information, please add this information to the Architectural Plans and then resubmit. Also I assume you may have to add a legend sheet that has all the sheet numbers listed as well. For this permit application, we are going to go the review process as submitted, and then prior to issuance the Building Department will change the Application Type of this permit to Single Family Residence and create seven additional permits, one for each unit.
- MEP Plans - For single family townhomes MEP's are not required but rather optional or can be deferred submittal item.
- Structural Plans and details - Structural Plans also are missing the Code Edition the building was designed under which would be the 2021 IRC in this case, however if you apply this to the architectural plans we can accept this, or it can live on both, please respond with a response letter when you resubmit letting us know where this information has been placed.
- Construction Specifications - Not Required at this time and this submittal category will remain open in case you need to submit specifications in the future, nothing is required.
- Heat Load Calculations - Deferred submittal required for Heat Load Calcs per dwelling unit, condition added to the permit, you may upload in the future, but must be provided prior to work beginning with respect to heating equipment and materials being installed.

Please upload the required items or documents requested above to the CityView Portal under your permit number. Once we receive the required submittal items we will then begin the Plan Review process. Permit applications become void after 180-days if left incomplete. We appreciate your time in advance on uploading these items.

Should you require further information, please do not hesitate to contact me.

Thank you,

Todd Carr
Building Official
(970) 870-5330
tcarr@co.routt.co.us