

## 30-Day Advance Notice of Permit Expiration

**Date: April 03, 2025**

**Subject Property Address: 2420 SKI TRAIL LN**

**Parcel ID: 104677001**

**Permit Number: SPRMH220478**

**Permit Expiration Date: 28 Apr 2025**

**Permit Type: Mechanical**

**Permit Application Type: Mechanical**

**Applicant Name: MASTERWORKS MECHANICAL INC.**

**Owner Name & Information: BEAR CLAW II HOMEOWNERS ASSOC**

**<NO STREET ADDRESS>**

Dear Owner and Applicant,

The Permit Number listed above is about to expire on 28 Apr 2025. It is the legal responsibility of the Applicant and Property Owner to complete all work and have all required inspections completed and approved prior to the permit expiration date listed above. Please review the three options listed below to ensure your permit and property remain in compliance with our adopted codes.

**Option 1:** If all work has been completed, then more than likely you're receiving this letter because you did not schedule and complete a Final Inspection for this permit. Please call our office at 970-870-5566 to schedule the final inspection or schedule online through the CityView Portal, so we can ensure the work was completed properly and then close out your permit and provide you a certificate of completion or occupancy prior to the expiration date of this permit.

**Option 2:** If you need more time to complete the scope of work under this Permit Application, the Building Department can review your request and consider providing a Permit Renewal to extend your permit for one additional year beyond your expiration date so you can complete all remaining work. We have a Permit Renewal Fee that typically costs \$46.15 to extend your permit, but this must be reviewed based on what work left to complete. Please contact our office at 970-870-5566 if you want to request a permit renewal and extension.

**Option 3:** Please contact us directly if neither option above will work and you are unable to complete the scope of work under the Permit Application due to unforeseen reasons, we will take the time to review your project, work completed to date, and inspections we have completed to date, to see if other options are possible to close out the permit and cancel portions of the work left uncompleted that do not pose a serious life safety concern for the property and building.

**Section R105.5 Expiration,** is amended to read as follows: All building permits shall automatically expire three years from the date of issuance and no further work on the project for which the permit was issued shall be done unless a renewal permit is requested in writing and approved prior to the expiration date of the original permit.

**ROUTT County Regional Building Department**

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: [Building@co.routt.co.us](mailto:Building@co.routt.co.us)

The Routt County Regional Building Department is obligated to take further legal action against the owner(s) of this property to gain compliance if this permit expires prior to all final inspections being completed and approved, or if you fail to request a permit extension. We greatly appreciate your time and consideration in reading this letter, please feel free to contact our staff and Department at 970-870-5566 so we can assist with any questions or an extension request. You may also email us with any questions at [building@co.routt.co.us](mailto:building@co.routt.co.us)

Sincerely,

Routt County Regional Building Department

Phone: 970-870-5566

Email: [Building@co.routt.co.us](mailto:Building@co.routt.co.us)

**Routt County Regional Building Department**

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