



Notice of Incomplete Application

February 25, 2026

RE: Application Number SPRMH260161

Property Address: 2300 MT WERNER CIR;

Dear Applicant,

A permit application has been received by this office on February 25, 2026. The following required items are outstanding:

- Construction Specifications - Please submit construction specifications.

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,

Michelle Singleton
Senior Permit Tech
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