



Notice of Incomplete Application

March 21, 2026

RE: Application Number SPRMU260244

Property Address: 1845 BIG BEND DR;

Dear Applicant,

A permit application has been received by this office on March 16, 2026. The following required items are outstanding:

- Architectural Plans - Your architectural plans lack the most important information we need on the plans, the Code Editions this project was designed under should be listed on one of the first couple pages. Please list 2021 IBC, IMC, IPC, IFGC if applicable, 2023 NEC, Colorado Model Electric and Solar Ready Code, and 2021 IWUICC Codes as adopted by Routt County, and 2017 A117.1 ADA Manual.
- Energy Storage Systems (ESS) Documents - No additional comments
- Construction Site Management Plan - No additional comments
- Construction Specifications - This document is not Construction Specifications Manual, you loaded Architectural Sheets A1007, A1008, and A1009. I have removed these documents from this submittal item and deleted them. Please upload the project specifications manual to this submittal category for us. Or call to discuss if the Construction Specifications Manual is not completed yet.
- Construction Stormwater Permit Required - No additional comments
- Heat Load Calculations - No additional comments
- Site Plan - This is not a true site plan, as it is missing all the important information City Planning desires, you uploaded an Architectural Site Plan that has zero information on in terms of what City Planning will need to review. I suggest you break out the true site plan from the Civil Plans, even though it's loaded in the Civil Plans City Planning requires us to ensure you take the same full site plan and load under this category called Site Plan. Do not remove the sheets from the Civil Plans, but instead you would be essentially loading the same sheet into this category.
- Other / Miscellaneous - No additional comments

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