



# Notice of Incomplete Application

**RE: Application Number SPRRF210212**

Dear Applicant,

A permit application has been received by this office on September 08, 2021. The following required items are outstanding:

- Construction Site Management Plan - Please upload the construction management plan.
- Construction Specifications - Roofing manufactures installation instructions and roofing manufactures specifications.

Please upload the required items or documents we are requesting above to the CityView Portal under your permit number. At this time we cannot start the Plan Review process of your application because it's deemed incomplete, 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 required items.

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

Yours truly,

Tammy Green  
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