



Notice of Incomplete Application

RE: Application Number SPRWD210793

Dear Applicant,

A permit application has been received by this office on December 22, 2021. The following required items are outstanding:

- Photos - Picture of each window.
- Construction Specifications - Window sizes and specifications. Please include energy rating information.

Required minimum U-Value is .30

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,

Malea Michael-Ferrier

Administrative Assistant/Plan Reviewer Assistant

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