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Department of Planning and Building Services

October 16, 2007

Zhang Xiu Cai  
Hu Ping  
6101 Panama Avenue  
Richmond, CA 94804

Subject: **6101 Panama Avenue, Richmond  
Planning and Building Permits**

Dear Property Owner:

This letter serves as notice to you, as property owner of 6101 Panama Street in Richmond, that you must possess valid permits from the Planning and Building Services Department to continue the construction of the additions and modifications to your residence.

This issue has been discussed with you before, and I would appreciate your cooperation in obtaining the necessary permits from the City of Richmond and paying the required fees. Please contact the Planning and Building Services Department, Planning Division, at (510) 620-6706, and an appointment can be set-up for you to obtain the required permits for the completion of your project.

If you would like to meet and discuss this matter further, I can be reached at (510) 620-6706.

Sincerely,

Richard H. Mitchell  
Director of Planning and Building Services

cc: Tom Butt, City Councilmember  
Janet Harbin, Principal Planner  
Fred Clement, Building Official  
Kevin Moses, Principal Building Inspector  
Coy Charles, Building Inspector Supervisor