

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[City/County Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Building Permit Application for [Project Address]

I am writing to formally submit my application for a building permit for [brief description of the project, e.g., "the construction of a single-family home" or "the renovation of an existing commercial space"] at [project address].

The proposed project involves [detailed description of the project, including dimensions, materials, and any relevant plans]. I have attached the necessary documents, including:

1. Completed building permit application form
2. Site plans and architectural drawings
3. Proof of ownership or lease agreement
4. [Any other relevant documents]

I have ensured that the project complies with all local zoning laws and building codes. I am committed to following all necessary regulations throughout the construction process.

Should you require any further information or clarification regarding my application, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]