

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Building Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Application for Construction Permission

Dear [Recipient's Name],

I am writing to request permission to commence construction on my property located at [Property Address].

Project Details:

- Type of Construction: [Residential/Commercial/Other]
- Description of Project: [Brief description of the project]
- Estimated Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]

Attached to this letter are the necessary documents, including:

1. Site Plan
2. Construction Drawings
3. Permits and Licenses
4. [Any other relevant documents]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]