

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

[Building Department Name]  
[City/County/Local Authority Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Building Permit

Dear [Building Official's Name or "Building Department Team"],  
I am writing to formally request a building permit for [brief description of the project, e.g., "a new single-family home at 123 Main Street"].

**\*\*Project Overview\*\***

- **\*\*Project Address:\*\*** [address of the project location]
- **\*\*Property Owner:\*\*** [Owner's name, if different from the applicant]
- **\*\*Type of Construction:\*\*** [e.g., Residential, Commercial, etc.]
- **\*\*Scope of Work:\*\*** [Briefly outline the scope, e.g., "construction of a two-story house with a basement and garage."]

**\*\*Details of the Project\*\***

- **\*\*Zoning Information:\*\*** [Zoning designation and relevant regulations]
- **\*\*Plans and Drawings:\*\*** [Mention if you have attached blueprints or plans]

- **\*\*Estimated Start Date:\*\*** [Proposed date]
- **\*\*Estimated Completion Date:\*\*** [Proposed date]

**\*\*Attachments\*\***

- [List of attached documents, e.g., building plans, site surveys, structural calculations, etc.]

I assure you that our construction will comply with all local building codes and regulations. Should you require further information or clarification regarding this application, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering this application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]