

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

[Recipient Name]  
[Recipient Title]  
[Department/Office Name]  
[Building Authority/Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Construction Permission

Dear [Recipient Name],

I am writing to formally request permission to commence construction on [Project Name/Description] located at [Project Address].

**\*\*Project Details:\*\***

- **\*\*Type of Construction:\*\*** [Residential/Commercial/Industrial]
- **\*\*Proposed Start Date:\*\*** [Start Date]
- **\*\*Proposed Completion Date:\*\*** [Completion Date]
- **\*\*Project Description:\*\*** [Brief description of the project, including purpose and scope]

**\*\*Enclosures:\*\***

1. Site Plans
2. Construction Drawings
3. Environmental Impact Assessments
4. Other Relevant Documents (e.g., insurance, contracts, etc.)

I assure you that all construction activities will comply with local building codes and regulations.

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

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Position/Title (if applicable)]