

**\*\*Building Permit Application Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Building Department's Name]\*\***

**\*\*[City/County Building Department Address]\*\***

**\*\*[City, State, Zip Code]\*\***

Dear [Building Official's Name/Building Department],

**\*\*RE: Application for Building Permit\*\***

I am writing to formally request a building permit for my project located at [Project Address]. Please find the details of the proposed project outlined below:

**\*\*Project Description:\*\***

- Type of construction: [e.g., New Construction, Renovation, Addition]
- Proposed use of building: [e.g., Residential, Commercial]
- Square footage: [Total area in square feet]

**\*\*Project Plans:\*\***

Enclosed with this application, you will find the following documents:

1. Site plans
2. Architectural drawings
3. Structural engineering plans
4. [Any other relevant documents]

**\*\*Compliance with Local Codes:\*\***

I affirm that the project complies with all relevant building codes, zoning regulations, and safety standards as outlined in [specific local code or ordinance].

**\*\*Timeline:\*\***

The anticipated start date for construction is [Start Date], with a projected completion date of [Completion Date].

**\*\*Fees:\*\***

Included with this application is the required fee of [Fee Amount] as per [city/county fee schedule].

I appreciate your consideration of this application and look forward to your prompt approval so that we may proceed with the project. Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

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

1. Site plans
2. Architectural drawings
3. Structural engineering plans
4. [Any other documents]