

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

Dear [Recipient Name],

Subject: Request for Building Permission

I am writing to formally request permission to undertake construction on my property located at [property address]. I am planning to [briefly describe the project, e.g., build a new home, add an extension, renovate an existing structure].

The project will adhere to all local zoning laws and regulations. I have enclosed the necessary documents, including [list any attached documents, such as site plans, building specifications, or permits] for your review. I would appreciate your prompt attention to this matter and would be happy to provide any further information or clarification if required. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title, if applicable]