

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

Dear [Building Department Official's Name or "Building Department"],  
Subject: Application for Building Permit

I am writing to formally request a building permit for [briefly describe the project, e.g., "the construction of a single-family home located at [project address]."]

Project Details:

- Project Description: [Provide a detailed description of the project.]
- Location: [Full address of the property.]
- Property Owner: [Name of the property owner, if different from the applicant.]
- Project Timeline: [Estimated start and completion dates.]

Attached are the necessary documents for your review:

1. [List of documents, e.g., Plans/Blueprints, Survey, etc.]
2. [Any other relevant documents.]

I appreciate your consideration of this application. Please do not hesitate to contact me at [your phone number] or via email at [your email address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company Name (if applicable)]