

[Your Company Letterhead]
[Your Name]
[Your Position]
[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Building Department Name]
[City/County Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Building Permit

I hope this message finds you well. I am writing to formally request a building permit for [Project Name/Description] located at [Project Address].

Our project entails [Brief Description of the Work to be Done, e.g., new construction, renovation, etc.], and is scheduled to commence on [Start Date] and conclude by [End Date]. We have ensured that all the necessary plans and specifications have been prepared in accordance with local building codes and regulations.

Enclosed with this letter, please find the following documentation for your review:

1. Completed building permit application form
2. Detailed project plans and specifications
3. Certificate of insurance
4. Property ownership documents
5. Any additional required documents

Should you require any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt approval so we can proceed with the project as planned.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company Name]