

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

[Recipient Name]
[Building Department Name]
[City/County Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Building Permit

I am writing to formally request a building permit for [brief description of the project, e.g., the construction of a new residential home, renovation of an existing structure, etc.].

Project Details:

- Project Address: [Project Address]
- Description of Work: [Detailed description of the work to be done]
- Estimated Start Date: [Proposed start date]
- Estimated Completion Date: [Proposed completion date]

Attached to this letter, you will find the following documents:

1. Site Plans
2. Construction Drawings
3. [Any other relevant documents such as structural calculations, energy reports, etc.]

I am committed to complying with all regulations and obtaining necessary inspections throughout the project. Please let me know if there are any additional forms or information required to process my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]