

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

[Permit Office Name]
[Permit Office Address]
[City, State, Zip Code]

Subject: Application for Home Renovation Permit

Dear [Permit Office or Official's Name],

I am writing to formally request a permit for home renovation at my property located at [Property Address].

The proposed renovation includes:

- [Briefly describe the scope of work, e.g., kitchen remodel, bathroom addition, etc.]
- [Additional details if necessary, e.g., square footage changes, structural alterations, etc.]

The renovation is scheduled to begin on [Start Date] and is expected to be completed by [End Date].

Enclosed with this letter are the following documents:

1. Detailed renovation plans
2. Property survey
3. Contractor's information (if applicable)
4. Any other required documentation

Please let me know if you need any additional information or have specific requirements. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]