

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

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

Subject: Request for Building Permit Compliance

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request compliance regarding my building permit application for [project description, e.g., the construction of a single-family residence] at [project address].

The permit application, submitted on [submission date], is for [brief description of the project and any relevant details, e.g., a 2,500 square foot single-family home with a two-car garage]. I have ensured that all designs and plans comply with the local building codes and regulations. I have attached the necessary documents, including:

1. [List of attached documents, e.g., site plans, architectural designs, engineering reports, etc.]
2. [Any additional relevant documentation]

I kindly request your prompt review to facilitate the approval process. If there are any requirements or adjustments needed, please inform me at your earliest convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]