

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

[Building Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Application for Building Permit

Dear [Building Official's Name],

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

****Project Details:****

- ****Project Address:**** [full address of the project site]
- ****Owner's Name:**** [owner's name, if different from yours]
- ****Project Description:**** [detailed description of the project, including scope, purpose, and any specific features]

****Attached Documentation:****

1. Completed building permit application form
2. Site plans and drawings
3. Structural engineering reports
4. Environmental impact assessments (if applicable)
5. Relevant photographs of the site
6. Proof of ownership (property deed)
7. Contractor information (if applicable)
8. Any additional documentation required by local regulations

****Project Timeline:****

- Proposed start date: [start date]
- Estimated completion date: [completion date]

Please feel free to contact me at [your phone number] or [your email] should you need any further information or clarification regarding this application.

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

Sincerely,

[Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]