

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Building Department Name]  
[City or County Name]  
[Department Address]  
[City, State, Zip Code]

Dear [Building Official's Name or "Building Department"],  
I am writing to request a building permit for [briefly describe the project, e.g., "the construction of a single-family home," "a home renovation," or "an addition to my existing structure"].

Project Details:

- Location: [Project Address]
- Type of Work: [Type of work being done]
- Estimated Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]

Enclosed with this letter are the necessary documents, including [list any documents you are including, e.g., site plans, building plans, etc.]. Please let me know if you require any additional information or documentation. I look forward to your prompt response regarding my permit request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]