

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

[City/County Building Department]
[Address]
[City, State, ZIP Code]

Subject: Application for New Construction Permit

Dear [Building Official's Name],

I am writing to formally apply for a new construction permit for the property located at [Property Address]. The proposed project involves [brief description of the project, e.g., construction of a single-family home, addition, commercial building, etc.].

Project details:

- ****Property Address:**** [Address]
- ****Scope of Work:**** [Detailed description of the proposed construction]
- ****Estimated Start Date:**** [Start Date]
- ****Estimated Completion Date:**** [Completion Date]
- ****Contractor Information:**** [Contractor's Name and License Number]

Attached to this letter are the required documents, including [list any attached documents such as plans, specifications, surveys, etc.].

I appreciate your attention to this matter and look forward to your prompt approval so we can proceed with the project. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title, if applicable]