

[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]

Subject: Request for Building Permit

Dear [Building Official's Name or "To Whom It May Concern"],

I am writing to formally request a building permit for [briefly describe the project, e.g., "the construction of a single-family home at [Property Address]."].

Project Details:

- Property Address: [Property Address]
- Type of Construction: [e.g., Residential, Commercial]
- Project Description: [Provide a brief description of the project including size, purpose, and any relevant details, e.g., "The proposed house will be 2000 square feet, consisting of 3 bedrooms and 2 bathrooms."]
- Estimated Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]

Enclosed with this letter are the following documents to support my application:

1. Site plans
2. Architectural drawings
3. Structural engineering reports
4. [Any other relevant documentation]

I believe this project meets all applicable zoning and building regulations and I am committed to adhering to all guidelines throughout the construction process.

Thank you for considering my request. I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]