

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

[Recipient Name]  
[Title]  
[Building Department Name]  
[City or County Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Building Permit

I am writing to formally submit an application for a building permit for the project located at [Project Address]. The details of the proposed project are as follows:

- **\*\*Project Description:\*\*** [Brief description of the project]
- **\*\*Scope of Work:\*\*** [Detailed description of work to be completed]
- **\*\*Property Size:\*\*** [Size of the property]
- **\*\*Zoning Information:\*\*** [Zoning category, if applicable]
- **\*\*Expected Start Date:\*\*** [Proposed start date]
- **\*\*Estimated Completion Date:\*\*** [Proposed completion date]

Enclosed with this letter are the following documents for your review:

1. Completed Building Permit Application Form
2. Site Plan
3. Construction Drawings
4. [Any other relevant documents]

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this application.

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

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]  
[Your Company Name, if applicable]