

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

Subject: Application for Building Permit Approval

Dear [Building Permit Officer's Name],

I hope this letter finds you well. I am writing to formally request the approval of my building permit application for the property located at [Property Address].

Project Overview:

- **Type of Construction:** [New Construction/Remodel/Addition/Other]
- **Description of Work:** [Briefly describe the project scope (size, purpose, etc.)]
- **Planned Start Date:** [Expected start date]
- **Estimated Completion Date:** [Expected completion date]

I have enclosed the following documents to support my application:

1. Completed Building Permit Application Form
2. Site Plan
3. Construction Plans/Drawings
4. Project Specifications
5. Proof of Ownership/Title Deed

I have ensured that the proposed project complies with local zoning regulations and building codes. I look forward to your favorable response and appreciate your assistance in the approval process.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]