

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

[Recipient Name]
[City/County Building Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Building Permit Application

Dear [Recipient Name],

I am writing to formally submit an application for a building permit for [brief description of the project, e.g., "the construction of a single-family residence located at [Project Address]"].

Project Details:

- ****Project Description:**** [Detailed description of the project]
- ****Location:**** [Project Address]
- ****Property Owner:**** [Property Owner's Name]
- ****Contractor:**** [Contractor's Name (if applicable)]
- ****Estimated Start Date:**** [Start Date]
- ****Estimated Completion Date:**** [Completion Date]

Enclosed with this letter are the following documents required for the building permit application:

1. Completed building permit application form
2. Site plans
3. Construction drawings
4. Proof of ownership
5. Any other supporting documents

I understand that all applicable fees will be required and I am prepared to provide any additional information necessary to facilitate the review of this application.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Company Name (if applicable)]