

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Building Department/Authority Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Building Permit Application for Renovation

I am writing to formally request a building permit for renovations at my property located at [Property Address]. The planned renovations include [briefly describe the renovations, e.g., kitchen remodel, bathroom update, etc.], which will enhance the functionality and aesthetics of my home.

The proposed renovations will comply with all local building codes and regulations. I have attached the necessary documentation, including detailed plans, specifications, and any required forms.

I appreciate your attention to this matter and look forward to your prompt approval of my application. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]