

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

Dear [Building Department Official's Name or "To Whom It May Concern"],
I am writing to submit my application for a building permit for [brief description of the project, e.g., "a new single-family home," "an addition to an existing structure," etc.]. The project is located at [project address].

The construction will [provide a brief overview of the purpose and scope of the project, including any relevant details such as size, materials, and design features]. We have carefully reviewed all zoning laws and regulations, ensuring that our project complies with all local requirements.

Enclosed with this letter, you will find the following documents to support my application:

1. Completed building permit application form
2. Site plan and drawings
3. Property ownership documentation
4. [Any additional documents, e.g., structural calculations, survey, etc.]

I would appreciate your prompt attention to this application and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your consideration.

Sincerely,

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