

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

[Recipient Name]
[Recipient's Title/Department]
[City/County Building Department Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Building Permit for Residential Project

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a building permit for a residential project located at [Project Address].

Project Details:

- Type of Project: [New Construction/Renovation/Addition/Other]
- Description: [Brief description of the project, including size, purpose, and materials to be used]
- Project Start Date: [Projected Start Date]
- Project Completion Date: [Projected Completion Date]

Attached to this letter are the following documents for your review:

1. Completed building permit application form
2. Site plans and architectural drawings
3. Construction specifications
4. Proof of property ownership
5. [Any other relevant documents]

I assure you that all local building codes and regulations will be adhered to throughout the construction process. Please let me know if there are any further requirements or additional information needed to process my application.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]