

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

[Building Department Name]  
[City or County Office Address]  
[City, State, Zip Code]

Subject: Building Permit Request for Multi-Family Units

Dear [Building Department Official's Name],

I am writing to formally request a building permit for a multi-family residential project located at [property address].

Project Details:

- **\*\*Project Name\*\***: [Project Name]
- **\*\*Property Size\*\***: [Total square footage or acreage]
- **\*\*Number of Units\*\***: [Total number of multi-family units planned]
- **\*\*Project Description\*\***: [Brief description of the project, including architecture style, intended number of floors, etc.]

We believe this project aligns with the community's zoning regulations and development goals. Enclosed with this letter are the necessary documents including:

1. Site plans
2. Architectural drawings
3. Environmental impact assessment
4. Proof of ownership or authorization
5. Additional supporting documents as required

We are committed to ensuring that the construction is carried out responsibly and in compliance with all local building codes and regulations. We look forward to your prompt attention to our request and are available for any required meetings or discussions.

Thank you for considering our application.

Sincerely,

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