

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

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

Subject: Construction Permit Request

Dear [Recipient Name],

I am writing to formally request a construction permit for [brief description of the proposed project, e.g., building a single-family home, renovating a commercial space, etc.] at [project address].

The details of the project are as follows:

- ****Project Description:**** [Provide a detailed description of the project]
- ****Project Location:**** [Full address with any relevant landmarks]
- ****Project Start Date:**** [Expected start date]
- ****Project Duration:**** [Estimated time to complete the project]

Attached to this letter are the necessary documents, including:

- Site plans
- Architectural drawings
- Project specifications
- [Any additional documents required by the local building department]

I appreciate your consideration of my request. Please let me know if you need any further information or if there are forms I should complete to expedite this process.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Company Name, if applicable]
[Attachments: List of documents enclosed]