

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

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

Dear [Recipient Name],

Subject: Application for Building Permit

I am writing to formally request a building permit for my property located at [Property Address]. I intend to [describe the project briefly, e.g., construct a new residential building, remodel an existing structure, etc.].

The proposed project includes [provide a brief description of the project, including key details such as size, purpose, and any relevant information]. I have attached all necessary documentation, including [mention any attached documents such as blueprints, site plans, and any other required permits or applications].

I understand the importance of adhering to local building codes and regulations and assure you that the project will be conducted in compliance with all applicable laws.

Please let me know if there are additional forms or information required to complete my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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