

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

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

Dear [Recipient's Name],

Subject: Application for Building Permit

I am writing to formally submit my application for a building permit for [brief description of the project, e.g., "the construction of a single-family residence at 123 Main Street, Anytown, State"].

Enclosed with this letter, you will find the following documents required for the application process:

1. Completed building permit application form
2. Site plans and architectural drawings
3. Proof of ownership or authority to build
4. Structural engineering calculations
5. Any applicable fees

The proposed project is designed to comply with all local building codes and zoning regulations. I appreciate your attention to this application, and I am available for any questions or further information that may be required during the review process.

Thank you for your consideration.

Sincerely,

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