

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Building Permit Department]
[City/County Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Building Permit Application

I am writing to formally express my intent to apply for a building permit for [Project Name/Description] located at [Project Address].

The proposed project involves [brief description of the project, e.g., construction of a new residential building, renovation of an existing structure, etc.]. The scope of work includes [list key details, e.g., square footage, number of stories, use of materials, etc.].

The purpose of this project is to [explain the purpose and goals of the project, e.g., adding additional living space, improving accessibility, enhancing safety, etc.]. We believe that this development will [mention positive impacts on the community, environment, etc.].

Enclosed with this letter are the following documents to support my application:

1. [List of enclosed documents, e.g., site plans, architectural drawings, etc.]
2. [Any other relevant materials]

I look forward to your guidance throughout the permitting process. Please feel free to contact me should you require any additional information or clarification.

Thank you for considering my application.

Sincerely,

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