

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

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

Subject: Application for Commercial Building Permit

Dear [Recipient Name],

I am writing to formally apply for a commercial building permit for the proposed project located at [Property Address]. The details of the project are as follows:

- Project Description: [Brief description of the project, e.g., construction of a retail space, renovation of existing facilities, etc.]
- Proposed Use: [Intended use of the building, e.g., retail, office, restaurant, etc.]
- Estimated Start Date: [Proposed start date of construction]
- Estimated Completion Date: [Proposed completion date of construction]
- Total Square Footage: [Total area of the building in square feet]

Enclosed, please find the following documents to support my application:

1. Site plan
2. Building plans and specifications
3. Structural plans
4. Proof of ownership or lease agreement
5. Any additional required documents

I understand that the approval process may take some time, and I am committed to providing any further information or documents that may be necessary to facilitate this process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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