

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

Dear [Building Department Official's Name],
Subject: Request for Building Permit Approval

I hope this letter finds you well. I am writing to formally request approval for a building permit for my project located at [Project Address]. The scope of work includes [brief description of the project, e.g., "the construction of a single-family home" or "the renovation of an existing structure"].

I have attached all necessary documents, including the project plans, site surveys, and any applicable fees, in accordance with the requirements outlined by your office.

I believe this project aligns with local zoning regulations and building codes, and I am committed to ensuring that all work will be conducted in compliance with the relevant standards.

I would appreciate your prompt consideration of my application, and I look forward to your positive response. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Relationship to the Project, if applicable]