

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

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

Dear [Building Official's Name or "Building Department Staff"],
I am writing to formally apply for a building permit for [brief
description of project, e.g., "the construction of a single-family home
at 123 Main Street"].

The details of the project are as follows:

- Property Address: [Address]
- Type of construction: [Type, e.g., residential, commercial]
- Estimated start date: [Date]
- Estimated completion date: [Date]

Please find the attached documents necessary for the application,
including:

- Site plans
- Construction drawings
- Relevant permits and approvals

I understand the importance of adhering to local codes and regulations
and am committed to ensuring compliance throughout the project's
duration.

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

Sincerely,

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