

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

Dear [Recipient Name],

Subject: Application for Residential Dwelling Permit

I am writing to formally request a residential dwelling permit for my property located at [Property Address]. My intention is to [briefly describe the intended project, e.g., build a single-family home, remodel an existing structure, etc.].

Project Details:

- Property Address: [Insert Address]
- Owner's Name: [Your Name]
- Description of Work: [Brief Description of the Work to be Completed]
- Estimated Start Date: [Date]
- Estimated Completion Date: [Date]

I have attached all necessary documentation, including [list any attached documents, such as plans, surveys, and proof of ownership]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

I appreciate your consideration of my request and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]