

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

Dear [Recipient Name],

Subject: Dwelling Permit Application

I am writing to formally apply for a dwelling permit for my property located at [property address]. I intend to [briefly describe the purpose, e.g., construct a new home, remodel an existing structure, etc.].

The proposed project includes [provide a brief description of the project, including dimensions, materials, and any relevant details].

Enclosed with this letter are all required documents, including [list documents such as site plans, construction plans, permits, etc.].

I understand the importance of adhering to local regulations and zoning requirements, and I assure you that my project will comply with all applicable codes. I appreciate your assistance in reviewing this application and look forward to your prompt feedback.

Thank you for your attention to this matter. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]