

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

[Recipient Name]
[Building Department/Permit Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name or "To Whom It May Concern"],

Subject: Application for Dwelling Permit

I am writing to formally apply for a dwelling permit for the property located at [Property Address]. The details of the property and proposed work are as follows:

1. ****Property Description****

- Address: [Property Address]
- Lot Number: [Lot Number, if applicable]
- Current Zoning: [Zoning Type]

2. ****Proposed Work****

- Description of the project: [Briefly describe the intended construction or renovation]
- Estimated start date: [Start Date]
- Estimated completion date: [Completion Date]

3. ****Attachments****

- Site Plan
- Building Plans
- Proof of Ownership
- [Any other relevant documents]

I acknowledge that all necessary permits and inspections will be conducted in compliance with local building codes and regulations. I am committed to completing this project in a timely and responsible manner. Thank you for considering my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]