

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

[Building Authority's Name]
[Building Authority's Address]
[City, State, Zip Code]

Dear [Building Authority's Name],

Subject: Application for Occupation Certificate

I am writing to formally apply for an Occupation Certificate for the property located at [Property Address].

Details of the property:

- Property Type: [e.g., Residential, Commercial]
- Development Approval Reference: [Reference Number]
- Construction Completion Date: [Date]

We have complied with all the relevant building codes and regulations, and I have attached the necessary documentation for your review, including:

1. A copy of the construction plans
2. Certificates of compliance from relevant trades
3. Inspection reports from authorized inspectors

I kindly request your prompt processing of this application, and I am available to provide any further information or clarification you may need.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]