

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

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

Subject: Application for Construction Permit

Dear [Recipient Name],

I am writing to formally submit an application for a construction permit for the project located at [Project Address].

Project Details:

- **Project Name:** [Project Name]
- **Type of Construction:** [Residential/Commercial/Industrial]
- **Description of Work:** [Brief description of the construction work to be performed]
- **Proposed Start Date:** [Start Date]
- **Estimated Completion Date:** [Completion Date]

Attached to this letter, you will find the following documents as per the requirements:

1. Completed Permit Application Form
2. Site Plans
3. Building Plans
4. Proof of Property Ownership
5. Any additional documents required

I assure you that all proposed work will comply with local building codes and regulations. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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