

# Accessory Structure Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

City of [Insert City Name]

[Department Name]

[Department Address]

[City, State, Zip Code]

## **Subject: Request for Accessory Structure Permit**

Dear [Recipient's Name],

I am writing to request a permit for the construction of an accessory structure on my property located at [Insert Property Address]. The proposed structure will be [describe the structure, e.g., a shed, garage, etc.], fulfilling all local zoning and building requirements.

The specifics of the project are as follows:

- Dimensions: [Insert Dimensions]
- Materials: [List Materials]
- Proposed Start Date: [Insert Date]
- Proposed Completion Date: [Insert Date]

I have attached the required documents, including site plans and designs, for your review. Should you need any additional information or clarification, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name]