

Commercial Building Permit Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Building Department Name]

[Department Address]

[City, State, Zip Code]

Subject: Application for Commercial Building Permit

Dear [Building Official's Name],

I am writing to formally submit my application for a commercial building permit for the project located at [Project Address]. This project involves [brief description of the project, e.g., construction of a new retail space, remodeling of existing structure, etc.].

Enclosed with this letter, please find the following documents:

- Completed Application Form
- Site Plans
- Architectural Drawings
- Structural Plans
- Engineering Reports
- Proof of Ownership
- Permit Fee Payment

We believe this project will significantly contribute to the community and comply with all local zoning and building regulations. I look forward to your review of our application and am happy to provide any additional information you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Company Name, if applicable]