

Request for Residential Construction Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Building Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a construction permit for a residential project located at [Project Address]. The proposed project includes [briefly describe the nature of construction, e.g., building a single-family home, renovations, etc.].

In accordance with local regulations, I have enclosed the required documentation which includes:

- Completed permit application form
- Site plans and drawings
- Proof of ownership
- Any other required documents

I appreciate your attention to this matter, and I look forward to your prompt response. If you require any further information or clarifications, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]