

Residential Construction Permit Application

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], residing at [Your Address], am writing to formally request a residential construction permit for my property located at [Property Address].

Scope of Work:

- Description of work to be performed: [e.g., new house construction, renovation, etc.]
- Estimated start date: [Insert Date]
- Estimated completion date: [Insert Date]

Attached are the necessary documents:

- Site plans
- Construction drawings
- Proof of ownership
- Any other required documents

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]