

# Permit Inquiry for Residential Construction Project

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Department of Building and Safety

[City or County Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the permit requirements for a residential construction project I am planning at [Project Address]. I would like to ensure that I understand all necessary regulations and processes involved.

Particularly, I would appreciate information regarding the following:

- Required permits for residential construction
- Application process and timelines
- Fees associated with the permits
- Any specific regulations or zoning laws I should be aware of

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]