

# Letter of Request for Building Code Compliance License

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Title/Position]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the application for a Building Code Compliance License for [briefly describe purpose, e.g., a new construction project, renovation, etc.], located at [Project Address].

In accordance with the local building regulations, I am eager to ensure that all necessary permits and compliance requirements are met. I kindly ask for your assistance in providing the necessary application forms and any relevant guidelines to proceed with my request.

If there are any fees or documentation needed, please inform me at your earliest convenience so I can prepare accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]