

Subcontractor Permit Application

Date: [Insert Date]

To:

[Insert Permit Authority Name]
[Insert Permit Authority Address]
[Insert City, State, Zip Code]

Dear [Permit Authority Name],

We are writing to formally apply for a subcontractor permit for the installation of an HVAC system at [Insert Job Site Address]. We have been contracted by [Insert General Contractor's Name] to perform this work.

Project Details:

Project Name: [Insert Project Name]

Location: [Insert Job Site Address]

Scope of Work: Installation of HVAC system including [list specific tasks, e.g., ductwork, unit installation, etc.]

Subcontractor Information:

Company Name: [Insert Your Company Name]

Address: [Insert Your Company Address]

License Number: [Insert Your License Number]

Contact Person: [Insert Contact Name]

Phone: [Insert Contact Phone Number]

Email: [Insert Contact Email]

Attached are the necessary documents including our proof of insurance, contractor's license, and a detailed project plan. We appreciate your consideration of our application and look forward to your prompt approval.

If you have any questions or require additional information, please feel free to contact me at [Insert Contact Phone Number] or [Insert Contact Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]