

Subcontractor Permit Application for Roofing Installation

Date: [Insert Date]

To: [Permit Authority Name]

[Permit Authority Address]

[City, State, Zip Code]

Dear [Permit Authority Name],

We, [Your Company Name], are writing to submit a subcontractor permit application for roofing installation at the following address:

Project Address: [Insert Project Address]

Project Owner: [Insert Owner Name]

Project Start Date: [Insert Start Date]

Project Completion Date: [Insert Completion Date]

The roofing installation will be carried out by our certified subcontractor, [Subcontractor Company Name], who holds all necessary licenses and insurance for this project.

Enclosed with this letter are the following documents for your review:

- Subcontractor's License
- Proof of Insurance
- Project Plans
- List of Materials

We kindly request your approval for this permit at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]
[Your Email Address]