

Request for Building Code Compliance Review

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

[Recipient's Name]
[Recipient's Title]
[Department Name]
[City/County Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of the building code compliance for the property located at [Property Address]. We are currently in the process of [brief description of the project, e.g., renovations, new construction], and I want to ensure that our plans meet all the necessary building codes and compliance standards set forth by [City/County name].

We have reviewed the relevant building codes and have attached our proposed plans for your review. We kindly ask that you provide us with any feedback or required adjustments necessary to ensure compliance.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]