

Building Code Compliance Request

Date: [Insert Date]

To: [Insert Name]

[Insert Position]

[Insert Agency/Department Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Name],

I am writing to formally request your assistance in ensuring compliance with the building code related to [specific project or address]. Our aim is to meet all necessary regulations to guarantee the safety and integrity of our construction work.

Details of the Project:

- Project Name: [Insert Project Name]
- Location: [Insert Project Location]
- Permit Number: [Insert Permit Number]
- Construction Type: [Insert Type of Construction]

Attached are the following documents for your review:

- [List any relevant documents, such as blueprints, previous inspections, etc.]

We appreciate your prompt attention to this matter and look forward to your guidance on the next steps to ensure full compliance with the building code.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]