

Application for Temporary Occupancy Permit

Date: [Insert Date]

To: [Insert Authority Name]

[Insert Authority Address]

Dear [Insert Authority Name],

I am writing to formally apply for a Temporary Occupancy Permit for the property located at [Insert Property Address]. As the contractor responsible for the construction, I request permission for temporary occupancy due to [briefly explain reason, e.g., ongoing works, need for inspections, etc.].

Details of the project are as follows:

- **Project Name:** [Insert Project Name]
- **Project Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert Completion Date]

We ensure that all safety and building code regulations will be strictly adhered to during this temporary occupancy period. Enclosed, please find the necessary documentation including [list any documents being submitted, e.g., construction plans, safety assessments, etc.].

Thank you for considering this application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]