

Contractor's Temporary Occupancy Permit Application

Date: [Insert Date]

To Whom It May Concern,

We, [Contractor's Company Name], are writing to formally request a Temporary Occupancy Permit for the property located at [Project Address].

Project Details:

- Project Name: [Enter Project Name]
- Building Permit Number: [Enter Permit Number]
- Owner's Name: [Enter Owner's Name]
- Owner's Contact: [Enter Owner's Contact Information]

Reason for Request:

[Explain the reason for requesting the Temporary Occupancy Permit, including any relevant details about the project and its current status.]

Supporting Documents:

Attached you will find the following documents in support of our application:

- Proof of Insurance
- Site Plan
- Inspection Records

We appreciate your consideration of our request and look forward to your prompt response. Should you have any further questions or require additional information, please do not hesitate to contact us at [Contractor's Phone Number] or [Contractor's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Contractor's Company Name]

[Contractor's Address]

[Contractor's Phone Number]

[Contractor's Email Address]