

Contractor Building Permit Application

Date: [Insert Date]

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

City of [City Name]
Building Permit Office
[Office Address]
[City, State, Zip Code]

Dear Building Permit Officer,

I am writing to formally apply for a building permit for additions to the existing structure located at [Property Address]. We are planning to [briefly describe the nature of the addition, e.g., add an extra room, build a deck, etc.].

The proposed project will include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We have ensured that all plans comply with local building codes and zoning regulations. Attached are the necessary documents including:

- Site Plans
- Construction Drawings
- Proof of Ownership
- Contractor License

We request your prompt attention to this application as we are eager to proceed with the project. Should you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,
[Your Name]

[Your Position]
[Your Company Name]