

# Building Permit Application for Deck/Patio Installation

Date: \_\_\_\_\_

To: City Building Department

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear Building Official,

I am writing to formally apply for a building permit for the installation of a deck/patio at the property located at:

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Project Description:

We plan to construct a deck/patio measuring \_\_\_\_\_ (dimensions) using \_\_\_\_\_ (materials), with the following features: (list any additional features or specifications).

Proposed Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Attached are the following documents supporting this application:

- Site Plan
- Construction Plans
- Proof of Property Ownership
- Contractor License Copy

Thank you for your consideration of this application. Should you require any additional information, please feel free to contact me at the number provided above.

Sincerely,

\_\_\_\_\_

Contractor's Name

Contractor's Company

License Number: \_\_\_\_\_