

# Occupancy Permit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Building Department Name]

[City/County Name]

[Department Address]

[City, State, Zip Code]

Dear [Building Official's Name],

I am writing to formally apply for an occupancy permit for the property located at [Property Address]. The property has been completed per the approved building plans and all necessary inspections have been conducted.

Attached are the required documents including the final inspection report, compliance certificates, and any other pertinent information.

Please let me know if there are additional steps I need to follow in this process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]