

Temporary Construction Permit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a temporary construction permit for the project located at [Project Address]. The purpose of this project is to [briefly describe the project]. We anticipate starting construction on [Start Date] and project completion by [End Date].

To ensure compliance with local regulations, we are submitting the following information:

- Project plans and specifications
- Proof of insurance
- Environmental impact assessment (if applicable)
- Construction schedule

We appreciate your consideration of our request and look forward to your prompt response. If you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization (if applicable)]