

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

[Date]

[Building Official Name/Department Name]  
[City/County Building Department]  
[Department Address]  
[City, State, Zip Code]

**RE: Building Permit Application for Vacant Lot at [Address or Parcel Number]**

Dear Building Official,

I am submitting this letter and the attached documents to apply for a building permit for the development of a vacant lot located at [Insert Full Address or Legal Description/APN].

The proposed project consists of [Briefly describe project, e.g., a single-family residential home with an attached garage]. The total square footage of the proposed structure is [Insert Square Footage].

Enclosed with this application, please find the following required documents:

- Completed Permit Application Form
- Proof of Ownership (Deed)
- Professional Site Plans and Survey
- Architectural Drawings and Elevations
- Structural Engineering Reports
- Grading and Drainage Plans
- Utility Connection Plans
- [Insert any other required documents]

The planned construction will comply with all local building codes, zoning ordinances, and setback requirements. We have already secured [Mention any prior approvals, like a septic permit or variance, if applicable].

Please let me know if any additional information or fees are required to process this application. I look forward to your review and approval.

Sincerely,

[Your Signature]  
[Your Printed Name]