

C-404-L1
(11-2008)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001

Dear Permit Official:

"The Census Bureau's economic surveys are indispensable to understanding America's economy. They ensure the accuracy of the statistics we rely on for economic policy and for successful business planning. Participating in the monthly survey helps us all."

– Ben Bernanke, Chairman,
Board of Governors of the
Federal Reserve System

Toll Free FAX Number
1-800-438-8040

Toll Free Telephone Number
1-800-845-8244

Respondent FAQ web site:
www.census.gov/permitsfaq

Visit our web site at:
www.census.gov/mcd

The U.S. Census Bureau requests your participation in the Building Permits Survey. The enclosed Form C-404, "Report of Privately-Owned Residential Building or Zoning Permits Issued," requests summary information on residential building or zoning permits issued by your office during calendar year 2008. Please mail or fax this information by the date shown at the top of the form. If your office has changed status, such as no longer requiring permits or having merged with another office, please check the appropriate box in section 2 and provide a summary of the change in section 5.

The information you supply is important. It allows us to produce estimates of construction of new housing units, the largest component of the construction industry. Data users rely on your detailed geographic data to monitor growth and develop production and marketing strategies.

The data that you provide are used by the Census Bureau in the annual creation of population estimates, used by government agencies to allocate funding and other resources to your local area and for various planning purposes. The data are also used to estimate local area populations for the years between the decennial censuses.

If you have any questions, please refer to the instructions on the back of the form or call the Residential Construction Branch on 800-845-8244. Thank you in advance for your participation in this voluntary survey.

Sincerely,

Thomas E. Zabelsky
Chief, Manufacturing and Construction Division
U.S. Census Bureau

Enclosures



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Dear Permit Official:

We are compiling an annual summary of housing units authorized by building or zoning permits from the Building Permits Survey for 2008. Our records indicate that we have not received the Form C-404, "Report of Privately-Owned Residential Building or Zoning Permits Issued," from your office for five or more months in 2008.

To assist us in compiling accurate annual statistics, we are requesting that you summarize all new residential building or zoning permits issued by your office during calendar year 2008 on the enclosed form. Please mail or fax this information by the date shown at the top of the form. If your office has changed status, such as no longer requiring permits or having merged with another office, please check the appropriate box in section 2 and provide a summary of the change in section 5.

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Dear Permit Official:

Thank you for the information your office provided on residential construction authorized by building or zoning permits during 2008. We are compiling an annual summary for 2008 and our records indicate that we have not received the Form C-404, "Report of Privately-Owned Residential Building or Zoning Permits Issued," from your office for the month indicated on the enclosed form(s).

To assist us in compiling accurate annual statistics, please mail or fax this information by the date shown at the top of the form(s). If your office has changed status, such as no longer requiring permits or having merged with another office, please check the appropriate box in section 2 and provide a summary of the change in section 5.

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Thomas E. Zabelsky
Chief, Manufacturing and Construction Division
U.S. Census Bureau

Enclosures

Attachment F

C-404-L4
(11-2008)



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Earlier this year, we mailed a survey Form C-404, "Report of Privately-Owned Residential Building or Zoning Permits Issued," to your municipality. At the time of this mailing, we had not yet received your reply. We need your data to complete our statistics on new residential housing units authorized by building permits for the 2008 calendar year.

We are enclosing another form in case the one sent previously did not reach you. Please mail or fax this information by the date shown at the top of the form. If your office has changed status, such as no longer requiring permits or having merged with another office, please check the appropriate box in section 2 and provide a summary of the change in section 5.

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Helping You Make Informed Decisions

www.census.gov