

**C-404-L1  
(11-2016)**



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

Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

**FROM THE DIRECTOR  
U.S. CENSUS BUREAU**

The U.S. Census Bureau is conducting the Building Permits Survey. We have selected your office for the survey and have enclosed the Form C-404, "Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units." This survey requests summary information on residential building or zoning permits issued by your office during calendar year 2016. If your office has changed status, such as no longer requiring permits or if your office has merged with another office, please select the appropriate change and provide the requested information.

Toll Free FAX Number  
1-877-273-9501

This survey produces estimates of construction of new housing units, the largest component of the construction industry. We also use your data to produce population estimates at the local government level. The population estimates are used by government agencies to allocate funding and other resources to your local area and for various planning purposes. Data users rely on your detailed geographic data to monitor growth and develop production and marketing strategies.

Toll Free Telephone Number  
1-800-845-8244

The Census Bureau requests your voluntary assistance under the authority of the Title 13, United States Code, Sections 131 and 182. We estimate this survey to take an average of 8 minutes to complete for those that report monthly and 23 minutes to complete for those that report annually. Information provided on this questionnaire compiled from, or customarily provided in, public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9(b). On the back of this letter, you will find disclosure descriptions regarding the Office of Management and Budget number; authority and confidentiality; and burden estimate statement. Please read the instructions, complete the form, and return it by the due date printed on the form. You can complete your form or online by following the instructions provided.

Respondent FAQ web site:  
[www.census.gov/permitsfaq](http://www.census.gov/permitsfaq)

Please utilize your expertise and judgment in completing the survey. If actual data are not available, carefully prepared estimates are acceptable.

Thank you in advance for your cooperation. If you have additional questions, please contact the Residential Construction Branch on 800-845-8244.

Sincerely,

A handwritten signature in black ink, appearing to read "John H. Thompson".

John H. Thompson  
Director

Enclosures

## **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB number is 0607-0094 and appears in the upper right corner of the report form/login screen. Without this approval, we cannot conduct this survey.

## **Authority and Confidentiality**

Title 13, United States Code, Sections 131 and 182, authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

## **Burden Estimate Statement**

We estimate this survey to take an average of 8 minutes to complete for those that report monthly and 23 minutes to complete for those that report annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0094, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD- 6K064, Washington, DC 20233. You may e-mail comments to [ECON.Survey.Comments@census.gov](mailto:ECON.Survey.Comments@census.gov). Be sure to use ECON Survey Comments 0607-0094 as the subject.