

**C-404-L1(PS)**  
(12-05-2023)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau**  
Office of the Director  
Washington, DC 20233-0001

The Office of Management and Budget (OMB) approval number for the Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units is 0607-0094.

**A Message from the Director, U.S. Census Bureau:**

We are requesting your participation in completing the Form C-404, "Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units." The information requested is summary level data on the number and valuation of residential housing units authorized by building or zoning permits issued by your office during calendar year 2023. If your office has changed status (i.e. no longer requires permits or has merged with another office), please select the appropriate change and provide the requested information after logging into the reporting system.

Please complete the online survey using the following login information:

**Reference Period:**

**Website:**

**Username:**

**Password:**

**Due Date:**

Online reporting is the easiest, quickest, most reliable way to respond at this time.

For assistance with completing your survey, please visit [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq), or call the Survey Processing Branch at 1-800-845-8249, Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink that reads "Robert L. Santos".

Robert L. Santos  
Director

**U.S. DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau**  
1201 E 10th St  
Jeffersonville IN 47132-0001

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**C-404-L1(PS)** (12-05-2023)

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**C-404-L2(PS)**  
(12-05-2023)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

The Office of Management and Budget (OMB) approval number for the Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units is 0607-0094.

**A Message from the U.S. Census Bureau:**

We are requesting your participation in completing the Form C-404, "Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units." Our records indicate that we have not received data from your office for five or more months in 2023. To assist us in compiling accurate annual statistics, we are requesting that you summarize the number and valuation of residential housing units authorized by building or zoning permits issued by your office during calendar year 2023. If your office has changed status (i.e. no longer requires permits or has merged with another office), please select the appropriate change and provide the requested information after logging into the reporting system.

Please complete the online survey using the following login information:

**Reference Period:**

**Website:**

**Username:**

**Password:**

**Due Date:**

Online reporting is the easiest, quickest, most reliable way to respond at this time.

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**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink that reads "Catherine D. Buffington".

Catherine D. Buffington  
Chief, Economic Indicators Division  
U.S. Census Bureau

**U.S. DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau**  
1201 E 10th St  
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**C-404-L3(PS)**  
(12-05-2023)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

The Office of Management and Budget (OMB) approval number for the Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units is 0607-0094.

**A Message from the U.S. Census Bureau:**

We are requesting your participation in completing the **Building Permits Survey**. Our records indicate that for calendar year 2023, we are missing monthly data from your office for at least one and up to four months. After logging in the online survey tool, missing months will be indicated by the "Start" status. If your office has changed status (i.e. no longer requires permits or has merged with another office), please select the appropriate change and provide the requested information after logging into the reporting system.

Please complete the online survey using the following login information:

**Reference Period:**

**Website:**

**Username:**

**Password:**

**Due Date:**

Online reporting is the easiest, quickest, most reliable way to respond at this time.

For assistance with completing your survey, please visit [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq), or call the Survey Processing Branch at 1-800-845-8249, Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink that reads "Catherine D. Buffington".

Catherine D. Buffington  
Chief, Economic Indicators Division  
U.S. Census Bureau

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**C-404-L3(PS)** (12-05-2023)

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The Office of Management and Budget (OMB) approval number for the Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units is 0607-0094.

**A Message from the U.S. Census Bureau:**

We are requesting your participation in completing the Form C-404, "Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units." Earlier this year, we mailed a letter containing your log-in information for online reporting to your municipality. At the time of this mailing, we had not yet received your reply. We need your summary data to complete our statistics on the number and valuation of residential housing units authorized by building or zoning permits for the 2023 calendar year. We are enclosing a form in case the previously sent letter did not reach you or you are unable to report online. If your office has changed status (i.e. no longer requires permits or has merged with another office), please select the appropriate change and provide the requested information.

Website and log-in information to report online can be found on the front page of the form. Online reporting is easy, reduces costs, and decreases processing times. You may elect to return the completed form by fax or mail.

The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. It also 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.

We estimate this survey will take an average of 23 minutes to complete for those that report annually.

For assistance with completing this survey, please visit [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq), or call the Survey Processing Branch at 1-800-845-8249, Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

Catherine D. Buffington  
Chief, Economic Indicators Division  
U.S. Census Bureau

Enclosures



**A Message from the Director, U.S. Census Bureau:**

Your office has been a valuable part of our annual survey of building or zoning permits. We appreciate your participation and thank you for it. The monthly and annual surveys together have been publishing national information on new housing units authorized since 1959. In order to ensure the quality of all of the estimates we produce using building permit data, we periodically revise which jurisdictions are collected as part of the monthly survey. At this time, we are requesting your jurisdiction begin reporting monthly rather than annually.

Beginning in 2024, we will be requesting your data at the beginning of each month. You should have already received a request for 2023 annual data at the beginning of 2024 to complete 2023 reporting. Going forward, if your monthly response is complete for the reporting year you will not be asked to complete an annual report.

The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. It also produces monthly estimates of construction of new housing units, the largest component of the construction industry and one of the key economic indicators for the country. 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.

Please complete the online survey using the following login information:

**Reference Period:**

**Website:**

**Username:**

**Password:**

Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please visit [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq), or call the Survey Processing Branch at 1-800-845-8249, Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern time.

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Robert L. Santos  
Director



**OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0094 and appears in the top right corner of each reporting screen. Without this approval, we could not conduct this survey.

**Authority and Confidentiality**

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

**Burden Estimate Statement**

We estimate the Building Permits Survey will take an average of 8 minutes to complete for those that report monthly and 23 minutes to complete for those that report annually. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



**A Message from the Director, U.S. Census Bureau:**

Your office has been a valuable part of our monthly survey of building or zoning permits. We appreciate your participation and thank you for it. The monthly and annual surveys together have been publishing national information on new housing units authorized since 1959. In order to ensure the quality of all of the estimates we produce using building permit data and ease the burden on our respondents, we periodically revise which jurisdictions are collected as part of the monthly survey. At this time, we are requesting your jurisdiction begin reporting annually rather than monthly.

Beginning in 2024, we will be requesting your data at the end of each year as part of our annual survey instead of each month. In future years, we will evaluate monthly reporting requests based on the amount of new residential construction occurring in your jurisdiction. Jurisdictions may be added to monthly collection if new residential construction increases. If you prefer to continue reporting monthly rather than annually, you can request to do so by calling us at the phone number listed below.

The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. It also produces monthly estimates of construction of new housing units, the largest component of the construction industry and one of the key economic indicators for the country. 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.

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