



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 2019. 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.

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.

Website and log-in information to report on-line 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 instead of responding online.

We estimate this 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. Additional 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, or call the Residential Construction Branch at 1-800-845-8244, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the Census Bureau measure America's people, places, and economy.

Sincerely,

Steven D. Dillingham

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. 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.