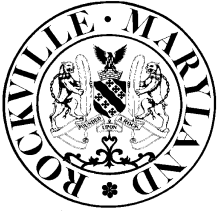


City of Rockville  
Department of Community Planning and Development Services  
Inspection Services Division  
240-314-8240 / 240-314-8265 (Fax)

OFFICE USE ONLY
DATE RECEIVED



## REQUEST FOR ADMINISTRATIVE INTERPRETATION

**INSTRUCTIONS:** Please provide all appropriate information necessary to explain and clarify the request. You may attach detailed plans, diagrams, photographs, video or all other pertinent information supporting your request. Retain a copy of your submitted request and supporting documentation. If clarification is necessary, a representative from the Inspection Services Division staff may contact you and refer to the information provided.

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Agency/Business Represented: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Issue or concern related to request for administrative interpretation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific code reference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY	
Review Date: ____ / ____ / ____	Approval Date: ____ / ____ / ____
Revised: 11/30/10	

## DETAILED INSTRUCTIONS

**NOTE:** Unless otherwise stated, all interpretations will be based upon the codes, standards, and regulations currently adopted by the City of Rockville Inspection Services Division.

**Petitioner Information:** Complete the required information. If information is not available, please indicate with "N/A". *Failure to provide valid or current contact information may result in rejection of request.*

**Issue or Concern Related to Request for Administrative Interpretation:** State as specifically as possible the issue or problem encountered. Attach any necessary information, drawings, diagrams, etc., which may help clarify the problem. This should be in question form and answerable in yes or no format.

**Specific Code Reference:** Indicate the specific section of code, law, administrative rule, standard, policy, etc. that applies to the issue. Include which edition and publishing date you are referencing. *Failure to provide a specific code section may result in a delay of the review of your request. Please be specific as possible.*

## REVIEW PROCESS

Your request will be reviewed, deliberated upon, and responded to in a timely manner upon receipt. Prior to submitting your request, please ensure that the form is filled out correctly, is legible, accompanied by all supporting documentation you intend to submit, and has current and valid contact information. Upon completion of the review and deliberation process, a staff member of ISD will make contact via the information provided above and advise what findings have been made regarding the request. A copy of the Administrative Interpretation will be mailed to the address listed in the contact information section.

**NOTE:** It is **NOT** the responsibility of the Inspection Services Division staff to perform research for your request. It is very important that you clearly state your issue or concern related to your request for an administrative interpretation and support that reason with the appropriate supporting documentation.