DEPARTMENT OF CODE ADMINISTRATION
MODIFICATION REQUEST

Date Applied	**Project Name**	**Modification Number -** **Permit Number -**	**Fee Paid** **$**

Address - Suite or Floor Number(s)	Owner' Name

Applicant's Name and Relationship to Project: G Owner G Design Professional G Engineer G Contractor G Permit Expediter	Phone Number: FAX Number:

BUILDING DESCRIPTION

G New G Existing	Construction Type	**Square Footage** • Area to be modified _____ • Entire Building _____ G Not Applicable	Total Number of Stories _____ Number of Stories Above Grade _____
Type of Fire Protection Fire Alarm - 9 Yes 9 No Sprinkler System - 9 Full 9 Partial 9 None			Building Height in Feet

Location/Area/Item to be Modified	Previous Use	Current Use	**Change of Use?** G Yes G No

MODIFICATION REQUESTED

Code Edition: _____Year G USBC G IBC G IRC G IEBC G Fire Prevention G IMC G IPC G NEC G IPMC G Other _____	Specific Code Section (s) to be Modified

Supporting Data for Modification Requested (Additional sheets of authoritative sources, manufacturer information, lab tests, related code documents, reports etc. may be attached. Do not use approvals and/or conditions/situations in other buildings as each request must stand on its own merit.)

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What Will be Achieved if the Modification is Granted? (Describe how the modification will correct a hazard and/or deficiency or upgrade or enhance the structure to be equivalent to current code requirements. Please attach additional sheets if needed.)

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DECISION AND/OR COMMENTS

Building Official G Approved G Disapproved Fire Official G Approved G Disapproved	Signature	Date

Comments: _____
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Appeal Rights. In accordance with the USBC, the decision of the Building Official or the Fire Official may be appealed if the Building/Fire Official has refused to grant a modification to the provisions of this code covering the manner of construction or materials to be used in the erection, alteration or repair of a structure. The appeals must be submitted in writing within 90 calendar days for construction matters; 21 calendar days for maintenance matters; or 14 calendar days for fire code matters, from the receipt of the decision for appeal. Appeal applications may be obtained from the Code Administration, 703-746-4200