



Department of Community Planning and Development Services  
Inspection Services Division  
240-314-8240 / 240-314-8265 (Fax)  
www.rockvillemd.gov/isd

## Request to Review Records

*(Please print clearly or type)*

Date: \_\_\_\_\_

Type of Record Request: \_\_\_\_\_

\_\_\_\_\_

Address of Property or Properties: \_\_\_\_\_

\_\_\_\_\_

Person Requesting Information:

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

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

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Organization Represented, if any: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information....

- If requesting occupancy permits list each tenant and suite number.
- Request to review can take up to 10 business days for staff to complete.
- Plans and related submittal documents may be reviewed at the counter. No copies are permitted.
- If you need additional room to be more specific please attach additional sheets.
- Our fax number is 240-314-8265.

Record Review Approved by: \_\_\_\_\_