



Planning and Development Services
Inspection Services Division
240-314-8240
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: _____ Email: _____

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 space to be more specific about your request, please attach additional sheets.
- Requests may be mailed or hand-delivered to CPDS, 111 Maryland Ave Rockville MD 20850 emailed to Permits@rockvillemd.gov or faxed to 240-314-8265.

Record Review Approved by: _____