



Administrative Change Request Form

Administrative Change Fee Amount: \$45.00 per request

This fee is non-refundable.

This administrative fee applies to changes requested for an existing project. An existing project is defined as a valid permit with a status of either "Pending – Under Review" or "Permit Issued," as long as the permit remains active.

An Administrative Change can include but is not limited to changes to information provided about your project that do not alter staff's understanding of the scope of work, code compliance, or the overall integrity of the reviews and inspections (if applicable) that have been conducted. An example of an administrative change is requesting a suite number be updated.

8/28/26

Date:

Requestor Name:

Company/Organization:

Address:

Phone Number:

Email:

Purpose of Administrative Fee Request:

Signature:

Signed Date:

Please upload this form to your project in MGO. If you do not have access to the project or experience issues, please email permits@rockvillemd.gov or call 240-314-8240 for assistance.

8/28/26