



The city of Phoenix, in compliance with A.R.S. § 9-839, provides an applicant for a license the ability to request that the city clarify its interpretation or application of a statute, ordinance, code or authorized Substantive Policy Statement affecting the procurement of a license.

To request an interpretation, a person must submit a written request to the city.

Please complete the following form to initiate the request. The city will respond within 30 days of receipt of the request with a written explanation of its interpretation or application. You may be subsequently directed to a public hearing process and applicable fees may be required.

For interpretations of the Phoenix Building Construction Code, apply at [Shape PHX Customer Portal - https://shapephx.phoenix.gov/s/](https://shapephx.phoenix.gov/s/) and select Interpretation type code modification. Referencing TRT 00016B may help you with needed information: [Code Modification \(CMOD\) – Submittal and Review Process for Applicants](#)

*** These fields are required by State Law**

☐ Mr. ☐ Ms. * First Name: _____ * Last Name: _____

Company: _____ * Address: _____

* City: _____ * State: _____ * Zip Code: _____

* Phone Number: _____ * E-Mail Address: _____

* Statute, ordinance, code or substantive policy statement that requires clarification:

* Relevant facts to the requested ruling (include project, permit or case number):

* Your proposed question or interpretation of the applicable statute, ordinance code or substantive policy statement:

Is this issue being considered by the city in connection with an existing license or license application? ☐ Yes ☐ No

If yes and known, please provide the name and phone number of the involved city contact and/or department:

Employee Name: _____ Department: _____ Phone: _____