



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 00016A may help you with needed information: [Administrative Review, Interpretation, or Modification Application](#)

* 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: _____