

**18 NCAC 07B .0107      CONTENTS OF WAIVER REQUEST**

A request for waiver of a rule in this Chapter shall be in writing and shall include:

- (1) the requestor's:
  - (a) name;
  - (b) mailing address;
  - (c) email address; and
  - (d) preferred telephone number for contact;
- (2) for a request filed on behalf of an entity:
  - (a) the name of the entity;
  - (b) the requestor's position with the entity and authority to file the request on behalf of the entity;
  - (c) the mailing and business addresses of the entity;
  - (d) the telephone number for the entity; and
  - (e) the email address for the entity;
- (3) the specific rule and paragraph number for which waiver is requested;
- (4) an explanation of the reason for the request, including facts supporting the request;
- (5) any additional information related to the factors in Rule .0108 of this Section that the requestor wishes the Department to consider;
- (6) supporting documentation, if any;
- (7) a description of any previous waiver requests filed with the Department; and
- (8) the signature of the requestor and the date signed.

*History Note:*      *Authority G.S. 10B-4;*  
                              *Eff. July 1, 2024.*