Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule by the Board shall address a petition to: State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors, 1109 Dresser Court, Raleigh, North Carolina 27609. The petition shall bear the notation: RULE-MAKING PETITION RE and then the subject area, for example, RE G.S. 87-21(a)(1) RE ADMINISTRATIVE PROCEDURE ACT, RE AIR CONDITIONING SYSTEMS, or an indication of any other area over which the Board may have rule-making authority.