

University of Missouri, [Campus Location]

DATE: [Month Day, Year]

TO: Charles D. Bouse, Jr., Executive Director UM FPD

COPY: Greg Neuner, PE. UM System Engineer  
Dennis Haynes, CBO, UM System Building Official

FROM: [Name of party requesting variance]

SUBJECT: [University Project Number – Project Name on Construction Document]  
Request for Waiver from Current Adopted UM codes [Year, Code or Standard Name] – [description]

Project description: [Project scope, and explanation of why waiver is needed]

Code Background: [Use Group, Construction Type, protected or unprotected, square footage, occupancy information, code section number(s), etc.]

[Alternative or additional measures being provide in lieu of waiver item. Include a description of any code, standards, protections that are being exceeded, that help justify the exception.]

[Design Professional’s written opinion] (or attach sealed letter)

[Optional: other circumstances/issues that should be considered concerning project that relate or effect the requested variance]

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

University of Missouri, AHJ

DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

University of Missouri, AHJ

Reason for denial: \_\_\_\_\_

Attachments:

*[If applicable: Design Professional's Variance Request Letter, date {month day year}]*

*[If applicable: Copies of emails pertaining to variance request]*

*[If applicable: Photographs and/or Test Results]*

*[If applicable: Drawings, Diagrams, etc.]*