

**DIVISION OF TECHNICAL RESOURCES (DTR)  
NIH DESIGN REQUIREMENTS PROJECT SPECIFIC**

**REQUEST FOR VARIANCE**

Drawing Reference: _____	To: <b>Variance Review</b> (301) 451-4954	Email: <a href="mailto:ORFDTRIntakeCenter@mail.nih.gov">ORFDTRIntakeCenter@mail.nih.gov</a>	Phone _____
Detail Number: _____	From: _____		
Spec. Section Reference: _____	Project Officer _____	Email _____	
Paragraph # in Guidelines: _____	A/E Name _____	Phone _____	Date _____
Campus <input type="checkbox"/> On <input type="checkbox"/> Off	Work Request Number _____	Proposed Variance Subject _____	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type _____	
	New Construction _____	e.g. lab, animal, office, BSL? _____	

(Variances should be requested during pre-design or early in the design phase.)

Project Title \_\_\_\_\_

Building Number \_\_\_\_\_ Estimated Construction Cost \_\_\_\_\_

Location \_\_\_\_\_ Project Percent Completed \_\_\_\_\_ %

Describe Variance. State specifically how it deviates from the guidelines, how it improves the existing condition and the advantage to implementing. Provide hard copy supporting documents as necessary to variance coordinator:

Provide recommendation of discipline or disciplines to review variance; i.e. mechanical, electrical, architect, civil, structural, fire protection or other:

PLEASE DO NOT FILL IN BELOW THIS LINE.

DTR Routing: \_\_\_\_\_

DTR Response: \_\_\_\_\_

☐ APPROVED

☐ NOT APPROVED

☐ REVISE & RESUBMIT

Variance Number: \_\_\_\_\_