

CHAPTER 2502  
PETITIONS FOR RULEMAKING

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/13/31

**7—2502.1(17A) Requesting rules be made.** Any person may file a petition for rulemaking with the agency by submitting an original petition for rulemaking to the agency at the agency's address or to the agency's email. The petition is considered filed when received at either address. The agency will provide the petitioner with a file-stamped copy of the petition upon request. The agency can only accept petitions that are typewritten or legibly handwritten in ink. Petitioners are also obligated to submit the petition so that it substantially conforms to the following:

[AGENCY NAME]	
Petition by [name of petitioner] for the [adoption, amendment, or rescission] of rules relating to [state subject matter].	PETITION FOR RULEMAKING

Petitioners are obligated to provide the following information in the petition:

1. A statement of the specific rulemaking request from the petitioner that includes the text or a summary of the proposed rule or requested change to a rule. If the petition requests to change or rescind a rule, the petitioner is also directed to identify the rule by number and the language that the petitioner requests be changed or removed.
2. A citation to any law the petitioner believes supports the petitioner's request for the agency's ability to make or change the requested rule.
3. A summary of the petitioner's arguments in support of the action urged in the petition.
4. A summary of any data supporting the action urged in the petition.
5. The names and addresses of other persons, or a description of any group of persons, known by petitioner to be affected by or interested in the proposed request for changing or removing the rule.
6. Any request for a meeting provided for by rule 7—2502.3(17A) if desired.

**2502.1(1)** The petitioner is obligated to ensure the petition includes:

- a. The signature of petitioner or petitioner's representative;
- b. The date of signature;
- c. The name, mailing address, email, and telephone number of the petitioner and petitioner's representative; and
- d. Contact information for the person (petitioner or petitioner's representative) to whom the agency should direct communications concerning the petition.

**2502.1(2)** The agency may deny a petition if it does not substantially conform to requirements above.

[ARC 0038D, IAB 2/4/26, effective 1/13/26]

**7—2502.2(17A) Briefs.** The petitioner may attach a brief to the petition in support of the petition. The agency may also request briefing concerning the petition.

[ARC 0038D, IAB 2/4/26, effective 1/13/26]

**7—2502.3(17A) Consideration by the agency.**

**2502.3(1)** Within 14 days after the filing of a petition, the agency will submit a copy of the petition and any accompanying brief to the administrative rules coordinator and to the administrative rules review committee. Upon request by the petitioner, the agency will schedule an informal meeting with the petitioner to discuss the petition. The agency may request that the petitioner submit additional information or argument in support of the petition. The agency may request and receive comments from any person regarding the petition.

**2502.3(2)** Within 60 days after the filing of the petition, or a longer period if agreed to by the petitioner, the agency will provide its decision in writing regarding the petitioner's request. The agency

may deny the petition and notify petitioner of its decision and the specific reasons for the denial, or the agency may grant the petition and notify petitioner that it has started rulemaking proceedings based upon the petitioner's request. The petitioner is considered properly notified of the denial or granting of the petition on the date when the agency mails or delivers by electronic means the notification to petitioner.

**2502.3(3)** Denial of a petition because it does not substantially conform to the requirements does not prevent the petitioner from filing a new petition.

[ARC 0038D, IAB 2/4/26, effective 1/13/26]

These rules are intended to implement Iowa Code section 17A.7(1).

[Filed Emergency ARC 0038D, IAB 2/4/26, effective 1/13/26]