STATE OF CONNECTICUT

Department of Administrative Services

Division of Construction Services

Office of the State Fire Marshal

Policy Directive: #3, addendum #2 Date: June 1, 2019

Replaces: Directive #3, Addendum #2 dated 11/85, 7/01 Duration: Until Revised

Administered by: OSFM Authority: State Fire Marshal

**Subject:**  **ABATEMENT PROCEDURES – Request for Extension**

**Purpose:**

To provide a standardized format for the documentation of the circumstances surrounding and the amount of time granted an owner/occupant to remedy a specific violation if compliance cannot be achieved within the thirty (30) day time frame of an Abatement Order.

**Discussion:**

It is understandable that certain violations are not correctable within (30) days, and as in the past, fire marshals should continue to grant reasonable extensions of time so that such compliance can be achieved.

This procedure is intended to require the owner/occupant to request and justify the need for the extra time extension in writing and to provide a valuable document for the use of the fire marshal.

It should be noted that this is not an attempt to establish a schedule of time frames for the correction of specific violations. The amount of time to be granted is a local decision based upon the individual circumstances that cause each situation to be different.

Nothing shall prevent the issuance of subsequent extensions if the fire marshal deems appropriate.

**Procedure:**

1. The owner/occupant shall be provided with the prescribed form by the local fire marshal’s office upon request.
	1. The applicant will complete sections 1 through 6. It should be stressed that a single form is to be used for each violation for which an extension of time is requested.
	2. Sections 7 and 8 are to be completed by the local fire marshal.
2. This form is provided for local use only and should not be submitted to the Office of State Fire Marshal. However, if the owner/occupant is being referred to the State’s Attorney for non-compliance, all such forms will be submitted as part of the case jacket.