



STATE OF CONNECTICUT  
Department of Administrative Services  
Division of Construction Services  
Office of the State Fire Marshal

Policy Directive: #9  
Replaces: New, dated 7/01  
Administered by: OSFM

Date: June 1, 2019  
Duration: Until Revised  
Authority: State Fire Marshal

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**Subject: Request for Services**

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**Purpose:**

- 1) To identify the resources available from the Office of the State Fire Marshal (OSFM).
- 2) To identify the organizational structure of the OSFM.
- 3) To clarify the responsibilities of each Unit within the OSFM.
- 4) To provide a procedure for requesting assistance.

**Discussion:**

This directive was developed in an attempt to keep the local fire official and other state agencies informed as to the operations of the OSFM and familiar with resources available to their offices. It is not meant to be an all-inclusive list. It is an effort to provide a general knowledge of each Unit's responsibilities within the OSFM.

Also note that several functions within the OSFM are the responsibility of more than one unit. In order to provide a single contact point, these functions are only listed once.

**Policy:**

**Request for Service:** The OSFM will assist, upon request, any local fire marshal's office or state agency within their respective area of responsibility and jurisdiction. Requests for assistance may be initiated during normal business hours by calling the OSFM Administration at 860-713-5750.

**Areas of Responsibility:** This breakdown is designated to identify the Unit where the local fire official or state agency is seeking assistance.

**Office of State Fire Marshal**

Designated Technical Assistant (D.T.A.)

Anyone calling the office regarding a code question will be forwarded to the D.T.A. The D.T.A. position is rotated on a daily basis between the members of the office. If the question is one that requires lengthy research, a request for engineering services form will be completed and the request



assigned appropriately. Please take note, the D.T.A. does not provide formal interpretations. Requests for formal interpretations must be submitted in writing to the OSFM.

#### State Building Unit

- New construction of state buildings
- Inspection of existing state buildings for code compliance
- State agency assists
- Code complaints for state buildings
- Code Topic Presentations

#### Field Services Unit

- Review Requests for Modifications
- Formal Interpretations
- Changes to the Code
- Local Fire Marshal Assists
- CT Hazardous Materials Code Research
- Research
- Code Topic Presentations

#### Technical Services/License & Permit Unit

- Crane Operator Licensing
- Crane Inspection/Accident Investigation
- Demolition Licensing