



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

Policy Directive: #6

Replaces: Directive #6, 7/01

Administered by: OSFM

Date: June 1, 2019

Duration: Until Revised

Authority: State Fire Marshal

Subject: CODES AND STANDARDS APPEALS PROCESS

Purpose:

1. To clarify the procedure required by the State Code and Standards Committee when filing an appeal.
2. To provide local fire marshals with proper forms to be utilized when filing an appeal.

Discussion:

The State Codes and Standards Committee has established a procedure for filing appeals concerning building code officials and fire code officials. The Office of the State Fire Marshal endorses that procedure and sets them forth in the following policy.

Policy:

Pursuant to various sections of Chapter 541 of the Connecticut General Statutes, the Connecticut Codes and Standards Committee is charged with hearing and deciding appeals of decisions of:

- Local Building Officials
- Local Fire Marshals
- Local Building Board of Appeals
- State Building Inspector
- State Building Inspector together with Office of Protection and Advocacy
- State Fire Marshal

Hearing Dates: A Request for Appeal received by the committee shall be scheduled for hearing at the monthly meeting immediately succeeding receipt of said Request.

Except in the case of legal holidays, the committee conducts regular meetings on the second Wednesday of every month, except February and July.



Time for Filing Appeals: The attached schedule demonstrates certain deadlines to initiate appeals to the Committee. Notwithstanding the schedule, and for purposes of preserving appeal rights, receipt of a written notice at the Office of the Codes and Standards Committee, Department of Administrative Services, 450 Columbus Boulevard Hartford, CT 06106, requesting an appeal shall serve as the invitation of an appeal with respect to such time limits, The enclosed Request for Appeal should be received by the Codes and Standards Committee not later than fourteen (14) days from the date received.

Though the Request for Appeal form is optional, the Codes and Standards Committee strongly urges the appellant to complete the form as an effort to assist the hearing panel understand the merits of and resolving the appeal.

Materials to be Filed: All of the following shall be filed for each appeal:

Original of Request for Appeal form of the Codes and Standards Committee, signed and notarized as indicated, with all questions comprehensively answered and all information required by the form concisely stated. (Optional but strongly suggested.)

ALL APPLICATIONS MUST BE LEGIBLE – TYPE OR PRINT USING INK.

Information in support of the appeal, such as:

- Statute section referenced granting this appeal
- Site and building plans containing sufficient information to support and identify the issues under appeal. The appellant is encouraged to highlight specific drawing information pertinent to the appeal.
- Building Permit history of subject property and/or structure.
- Dates of issuance of previous or existing certificates of occupancy for structure in issue and a copy of the most recent certificate of occupancy.
- Any other pertinent information

Upon receipt of the Request for Appeal at the Office of the Codes and Standards Committee, the appellant shall be given a file number. All future correspondence to the committee should reference the file number.

CONTACT INFORMATION:

Business hours are 7:00 am to 4:00 pm (EST) Monday through Friday.

Department of Administrative Services
Codes and Standards Committee
410 Columbus Boulevard Suite 1303
Hartford, CT 06106

Telephone: (860) 713-5923 E-mail: DAS.CodesStandards@ct.gov