



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

Policy Directive: #7

Replaces: Directive #7, dated 3/80, 9/87, 7/01 & Policy 98-02

Administered by: OSFM

Date: June 1, 2019

Duration: Until Revised

Authority: State Fire Marshal

Subject: INSPECTION REPORT TO STATE AGENCIES

Purpose:

The purpose of this policy is to provide local fire marshals and their staff with a single form for reporting their inspection findings to state agencies that require a fire code compliance inspection of a building or facility prior to the agency's approval for licensure.

Discussion:

Many activities conducted within buildings are subject to permitting, certification or licensing by various state agencies. Examples of such regulated activities include providing health care, holding public gatherings for meetings or education, serving alcoholic beverages, and housing, educating, and caring of children.

In the past, each state agency had developed its own certification of inspection to be completed by the local fire marshal. Some state agencies required additional information beyond the scope of the local fire marshal's responsibilities or statutory authority, such as the inspection of one and two family dwellings, which are not regulated by the Connecticut State Fire Safety Code except for smoke detection.

The Office of State Fire Marshal, working in cooperation with the state agencies, has established a single form to report to a state agency the findings of the local fire marshal's code compliance inspection. This form has consolidated the numerous agency forms.

Policy:

This standard form is to be used in place of any state agency form intended to document a fire code compliance inspection by the local fire official. After the completion of a code compliance inspection in accordance with Connecticut General Statutes §29-305, the local enforcement official would document the findings in a written inspection report. The inspection certificate is to be completed to reflect code compliance status and the recommendation of the local official, enclosed with a copy of the written



inspection report, and forwarded to the requesting state agency for their regulatory process. (Note: Some state agencies requires an original certificate of inspection.)

This form replaces the "Theater Inspection Certificate" and the old green "Daycare Certificate". A sample form is enclosed for your convenience and duplication. (Local letterhead may be supplemented)