

STATE OF CONNECTICUT
State Codes and Standards Committee
450 Columbus Blvd., Suite 1303, Hartford, CT 06103

FILING PROCEDURE FOR APPEALS TO CONNECTICUT CODES AND STANDARDS COMMITTEE

MEETING DATES

The Committee conducts regular meetings on the second Wednesday of every month, except on legal holidays and during the month of July.

INITIATING APPEALS

An appeal may be initiated by sending written notice by U.S. mail, email or fax to the State Codes and Standards Committee, 450 Columbus Blvd., Suite 1303, Hartford, CT 06103 (FAX 860-713-7410). The deadlines for filing a timely appeal are listed below and also may be found, along with other pertinent information, on the *Statutory Authority Matrix*. Please note that the statutory filing deadlines are mandatory. The Committee does not have authority to consider the merits of a late appeal.

The voluntary *Request for Appeal to the Connecticut Codes and Standards Committee* questionnaire form should be returned within 14 days of receiving it, or as soon as practicable, so that the Appeal Panel assigned to the appeal will have sufficient information at the time of the hearing. However, your appeal is considered filed upon receipt of a letter or other written notice indicating that you wish to file an appeal. It is not necessary to file the *Request for Appeal to the Connecticut Codes and Standards Committee* in order for your appeal to be processed.

Upon receipt of the appeal, the Codes and Standards Committee will assign a file number and will schedule a hearing 30 days or more from the regular meeting next following the date of receipt. All future correspondence to the Committee should reference the file number.

STATUTORY APPEAL PERIODS

29-252 – within 14 days after mailing of the decision by the State Building Inspector

29-252a – not later than 7 days after issuance of the decision by the State Building Inspector

29-254 – within 30 days after mailing the decision by the State Building Inspector

29-269(b) – within 30 days after decision rendered by State Building Inspector and executive director of Office of Protection and Advocacy for Persons with Disabilities

29-200(d) – within 30 days after decision rendered by State Building Inspector and executive director of Office of Protection and Advocacy for Persons with Disabilities

29-266(b) – within 14 days after filing of the decision by the Building Board of Appeals with the building official

29-266(c) – within 14 days after filing of notice by the Building Board of Appeals with the building official

29-309 – not more than 30 days after the receipt of notice of the decision by the Local Fire Marshal or State Fire Marshal

29-381a – within 14 days after mailing of the decision by the State Building Inspector or State Fire Marshal

29-315 – within 14 days after issuance of the decision by the State Building Inspector and State Fire Marshal

MATERIAL TO BE FILED

All of the following should be filed for each appeal:

1. Original *Request for Appeal to the Connecticut Codes and Standards Committee* questionnaire form, 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.**

2. Information in support of the appeal, such as:

- a. 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.
- b. Building Permit History of subject property and/or structure.
- c. Dates of Issuances of Previous or Existing Certificates of Occupancy for structure in issue and a copy of the most recent Certificate of Occupancy.
- d. Any other pertinent information (i.e. photographs).

CONTACT INFORMATION

Business hours are 8:30 am to 4:30 pm (Eastern Time) Monday through Friday.

Department of Administrative Services
State Codes and Standards Committee
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