



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 3, Addendum # 2
Replaces: Directive # 3, Addendum # 2 dated 11/85
Administered by: OSFM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy 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 the Abatement Order.

DISCUSSION:

It is understandable that certain violations are not correctable within thirty (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 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:

- I. The owner/occupant shall be provided with the prescribed form by the local fire marshal's office upon request.
 - a. 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.
 - b. Sections 7 and 8 are to be completed by the local fire marshal.

- II. 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.

**Request for Extension of Time to Obtain Compliance with a Connecticut
Fire Safety Code Adopted Pursuant to Connecticut General Statutes Chapter 541**

Reference No.: _____

Building/Facility Name: _____

Building/Facility Address: _____
Number Street City State Zip

Building Owner: _____ Telephone: _____

Owner's Address: _____
Number Street City State Zip

Applicant's Name: _____ Telephone: _____

Applicant's Address: _____
Number Street City State Zip

I, the above named applicant being a duly authorized representative for the above noted building/facility, request an extension of time for the completion of corrective action that is necessary to remedy the following cited violation of a Connecticut Fire Safety Code adopted pursuant to Connecticut General Statutes Chapter 541:

Referenced Code: _____ Section No.: _____

Description of violation: _____

I make this request for the following reasons: _____

Period of Time Requested: _____

Signed (Applicant) Date

Please use a separate request for each violation.

For Municipal Fire Marshal Use Only

This request is the: Initial Subsequent; (Number: _____ request).

This request is: Acceptable Unacceptable for the following reasons:

Extension Valid to: _____
Date

Signed (Fire Marshal) Date