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<Your department letterhead>

<Date>

<Certified mail return receipt #  
or other method of delivery>

To: <Insert name of owner, owner's agent or person doing the work >  
<Residential Address>  
<City, State, Zip>

Re: <Insert subject property address>

**STATE BUILDING CODE §113  
NOTICE OF VIOLATION AND ORDER TO ABATE**

Dear < Insert name of owner, owner's agent or person doing the work >:

On <insert date of initial inspection>, an inspection was conducted of the premises located at <insert location where inspection was conducted> for the purposes of determining compliance with the State Building Code as amended and the applicable referenced standards, adopted pursuant to the Connecticut General Statutes §29-252. The Code and said standards are available for your inspection at this office. The inspection revealed the following violation(s) of the State Building Code: <List each violation found by SBC section number, brief description and location in building or structure. If list is more than a few violations, list and number each directly below.>

**PURSUANT TO STATE BUILDING CODE §113, YOU ARE HEREBY ORDERED TO < IF APPLICABLE, ADD "DISCONTINUE THIS ILLEGAL ACTION AND TO" > TAKE THE PROPER CORRECTIVE ACTION TO ABATE ALL LISTED VIOLATION(S) WITHIN <INSERT TIME FRAME GIVEN TO ABATE EACH VIOLATION; WHICH MAY VARY PER VIOLATION BASED ON RISK OF INJURY> FROM THE DAY THAT THIS NOTICE IS RECEIVED.** Construction documents for work to be done shall be submitted to this office prior to the commencement of any construction in accordance with State Building Code §106. This review of all construction documents would avoid unnecessary expense that could result from non-complying changes. Please note that the correction of certain violations may require proper permits and approval from the Building Official and other local agencies prior to any construction. <You may add any other corrective action you deem necessary to correct building code violations to protect the public safety.>

You are hereby notified that you have the right to appeal this order pursuant to Connecticut General Statutes §29-266(b) to the municipal board of appeals or Connecticut General Statute §29-266(c) in the absence of a municipal board of appeals. Variations or exemptions from the State Building Code may be granted by the State Building Inspector where strict compliance with the code would entail practical difficulty or unnecessary hardship, or is otherwise adjudged unwarranted pursuant to Connecticut General Statutes §29-254(b), provided that the intent of the law shall be observed and public welfare and safety be assured. Any application for a variation or exemption or equivalent or alternate compliance shall be filed with the local Building Official.

Notice of Violation and Order to Abate re: <address>, p. 2

**This is the only order you will receive.** Be advised that the Building Official is authorized to prosecute any violation of this order by requesting that legal counsel of the jurisdiction, or the Office of the State's Attorney, institute the appropriate proceeding at law. Per Connecticut General Statutes §29-254a and §29-394, and State Building Code §113.3, any person who is convicted in a court of law of violating any provision of the State Building Code or for failure to comply with the written order of a building inspector for the provision of additional exit facilities in a building, the repair or alteration of a building or the removal of a building or any portion thereof shall be fined not less than two hundred not more than one thousand dollars or imprisoned not more than six months or both.

This office seeks and anticipates your cooperation, and looks forward to working with you in the interest of building and life safety for a timely resolution of this serious matter. If you have any questions, please feel free to contact this office at <insert telephone number>.

Sincerely,

<Insert your name>

Building Official

<Insert jurisdiction name>

Forms\Notice of Violation and Order to Abate  
12/13/11

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<Your department letterhead>

<Date>

<Certified Mail Return Receipt #  
or other method of delivery>

To : <Insert name of owner, agent or person in control of the structure>  
<Residential Address>  
<City, State, Zip>

Re: <Insert subject property address>

**STATE BUILDING CODE §115  
NOTICE OF UNSAFE STRUCTURE**

Dear <Insert name of owner, agent or person in control of the structure>:

On <insert date of initial inspection>, an inspection was conducted of the premises located at <insert location where inspection was conducted> for the purposes of determining compliance with the State Building Code as amended and the applicable referenced standards, adopted pursuant to the Connecticut General Statutes §29-252. The Code and said standards are available for your inspection at this office. The inspection revealed that the structure is unsafe pursuant to State Building Code §115 due to the following conditions: <describe the conditions that make structure unsafe under SBC §115>.

**PURSUANT TO STATE BUILDING CODE §115, YOU ARE HEREBY ORDERED TO TAKE THE PROPER CORRECTIVE ACTION TO REMOVE OR REMEDY ALL LISTED VIOLATIONS WITHIN <INSERT TIME FRAME GIVEN TO ABATE UNSAFE CONDITIONS> FROM THE DAY THAT THIS NOTICE IS RECEIVED.** Construction documents in accordance with §106 for work to be done shall be submitted to this office prior to the commencement of any construction. This review of all construction documents would avoid unnecessary expense that could result from non-complying changes. Please note that the correction of certain violations may require proper permits and approval from the Building Official and other local agencies prior to any construction.

You are hereby notified that you have the right to appeal this order pursuant to Connecticut General Statutes §29-266(b) to the municipal board of appeals or Connecticut General Statute §29-266(c) in the absence of a municipal board of appeals. Variations or exemptions from the State Building Code may be granted by the State Building Inspector where strict compliance with the code would entail practical difficulty or unnecessary hardship, or is otherwise adjudged unwarranted pursuant to Connecticut General Statutes §29-254(b), provided that the intent of the law shall be observed and public welfare and safety be assured. Any application for a variation or exemption or equivalent or alternate compliance shall be filed with the local Building Official.

Notice of Unsafe Structure re: <insert address>, p. 2

**This is the only order you will receive.** You must immediately notify me as to whether you accept or reject the terms of this order. A copy of this order is provided to you to sign and return to me with your response.

Be advised that the Building Official is authorized to prosecute any violation of this order by requesting that legal counsel of the jurisdiction, or the Office of the State's Attorney, institute the appropriate proceeding at law. Per Connecticut General Statutes §29-254a and §29-394, and State Building Code §113.3, any person who is convicted in a court of law of violating any provision of the State Building Code or for failure to comply with the written order of a building inspector for the provision of additional exit facilities in a building, the repair or alteration of a building or the removal of a building or any portion thereof shall be fined not less than two hundred not more than one thousand dollars or imprisoned not more than six months or both.

This Office hopes to gain your cooperation and looks forward to working with you in the interest of building and life safety for a timely resolution of this serious matter. If you have any questions, please feel free to contact this office at <telephone number>.

Sincerely,

<Insert your name>

Building Official

<Insert jurisdiction name>

Accepted: \_\_\_\_\_  
Signature of owner

Rejected: \_\_\_\_\_  
Signature of owner

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_  
Signature of co-owner

Rejected: \_\_\_\_\_  
Signature of co-owner

Date: \_\_\_\_\_

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<Your department letterhead>

<Date>

<Method of delivery>

To : <Insert name of owner, owner's agent or person doing the work >  
<Residential address>  
<City, State, Zip>

Re: <Insert subject property address>

**STATE BUILDING CODE §114  
STOP WORK ORDER**

Dear <insert name of owner, owner's agent or person doing the work>:

On <insert date of initial inspection>, an inspection was conducted of the premises located at <insert location where inspection was conducted> for the purposes of determining compliance with the State Building Code as amended and the applicable referenced standards, adopted pursuant to the Connecticut General Statutes §29-252. The Code and said standards are available for your inspection at this office. The inspection revealed that work was being performed at the above referenced location without a permit in violation of State Building Code §105.

**PURSUANT TO STATE BUILDING CODE §114, YOU ARE HEREBY ORDERED TO STOP ALL WORK UNTIL APPROVAL IS GRANTED AND ALL NECESSARY PERMITS ARE OBTAINED FROM THE BUILDING OFFICIAL.**

**This is the only order you will receive.** Be advised that the Building Official is authorized to prosecute any violation of this order by requesting that legal counsel of the jurisdiction, or the Office of the State's Attorney, institute the appropriate proceeding at law. Per Connecticut General Statutes §29-254a and §29-394, and State Building Code §113.3, any person who is convicted in a court of law of violating any provision of the State Building Code or for failure to comply with the written order of a building inspector for the provision of additional exit facilities in a building, the repair or alteration of a building or the removal of a building or any portion thereof shall be fined not less than two hundred not more than one thousand dollars or imprisoned not more than six months or both.

You are hereby notified that you have the right to appeal this order pursuant to Connecticut General Statutes §29-266(b) to the municipal board of appeals or Connecticut General Statute §29-266(c) in the absence of a municipal board of appeals. Variations or exemptions from the State Building Code may be granted by the State Building Inspector where strict compliance with the code would entail practical difficulty or unnecessary hardship, or is otherwise adjudged unwarranted pursuant to Connecticut General Statutes §29-254(b), provided that the intent of the law shall be observed and public welfare

Stop Work Order re: *<insert address>*, p. 2

and safety be assured. Any application for a variation or exemption or equivalent or alternate compliance shall be filed with the local Building Official.

This Office is looking forward to working with you in the interest of building and life safety for a timely resolution of this serious matter. If you have any questions, please feel free to contact this office at *<telephone number>*.

*<Insert your name>*

Building Official

*<Insert jurisdiction name>*

Forms\Stop Work Order  
12/13/11

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<Your department letterhead>

<Date>

<Method of delivery>

To: <Name of Owner(s) and Tenant(s) or other Occupant(s) of subject building or structure>  
<Residential Address>  
<City, State, Zip>

Re: <Insert subject property address>

**STATE BUILDING CODE §116  
NOTICE OF IMMINENT DANGER, ORDER TO VACATE AND POSTING OF UNSAFE STRUCTURE**

Dear <Insert name(s) of Owner(s) and Tenant(s) or other Occupant(s) of subject building or structure>:

On <insert date of initial inspection>, an inspection was conducted of the premises located at <insert location where inspection was conducted> for the purposes of determining compliance with the State Building Code as amended and the applicable referenced standards, adopted pursuant to the Connecticut General Statutes §29-252. The Code and said standards are available for your inspection at this office. The inspection revealed the following condition(s) in violation of the State Building Code which present an **IMMINENT DANGER** of failure or collapse of the premises, and endanger the life of the occupant(s) therein : <List each imminent danger condition found in violation of the SBC by section number, brief description and location in building or structure. If list is more than a few violations, list and number each directly below.>

**PURSUANT TO STATE BUILDING CODE §116, THIS STRUCTURE IS HEREBY DEEMED UNSAFE AND ITS FURTHER OCCUPANCY PROHIBITED BY THE BUILDING OFFICIAL. ALL OCCUPANTS ARE HEREBY ORDERED TO IMMEDIATELY VACATE THE SUBJECT BUILDING OR STRUCTURE. UNTIL FURTHER NOTICE, IT SHALL BE UNLAWFUL FOR ANY PERSON TO ENTER SUCH PREMISES EXCEPT UPON PERMISSION GRANTED BY THE BUILDING OFFICIAL; WHICH MAY BE GRANTED FOR THE PURPOSES OF MAKING REQUIRED REPAIRS OR DEMOLISHING THE PREMISES. . <YOU MAY ADD HERE ANY OTHER SPECIFIC ORDERS FOR CORRECTIVE ACTION AT THE PREMISES THAT YOU DEEM NECESSARY FOR THE PROTECTION OF THE PUBLIC SAFETY FROM THE IMMINENT DANGER, INCLUDING TEMPORARY MEASURES, SUCH AS EMERGENCY FENCING. INCLUDE A REASONABLE TIME FRAME FOR COMPLIANCE BASED ON THE LEVEL OF RISK OF INJURY TO THE PUBLIC. ALL KNOWN SBC VIOLATIONS SHOULD BE SUBJECT TO A SEPARATE SBC 113 NOTICE OF VIOLATION; WHICH YOU MAY ALSO SERVE AT THIS TIME.>**

Please note that the correction of certain violations may require proper permits and approval from the Building Official and other local agencies prior to any construction.

Be advised that any occupants displaced by this order to vacate may be entitled to relocation assistance pursuant to Connecticut General Statutes §8-266 and are directed to <Add name, office and contact telephone number of local Relocation Officer> to make such a request.

Notice of Imminent Danger, Order to Vacate and Posting of Unsafe Structure re: *<insert address>*, p. 2

You are hereby notified that you have the right to appeal this order pursuant to Connecticut General Statutes §29-266(b) to the municipal board of appeals or Connecticut General Statute §29-266(c) in the absence of a municipal board of appeals. Variations or exemptions from the State Building Code may be granted by the State Building Inspector where strict compliance with the code would entail practical difficulty or unnecessary hardship, or is otherwise adjudged unwarranted pursuant to Connecticut General Statutes §29-254(b), provided that the intent of the law shall be observed and public welfare and safety be assured. Any application for a variation or exemption or equivalent or alternate compliance shall be filed with the local Building Official.

**This is the only order you will receive.** Be advised that if the Owner cannot be located, or refuses or is unable to expeditiously make the building or structure safe per order, the Building Official may order the employment of necessary labor and materials needed to make the premises temporarily safe up to and including demolition and recover the costs against the Owner as provided at law, pursuant to Connecticut General Statute and State Building Code §116.4 and §116.5. The Building Official is further authorized to prosecute any violation of this order by requesting that legal counsel of the jurisdiction, or the Office of the State's Attorney, institute the appropriate proceeding at law. Any person who is convicted in a court of law of violating any provision of the State Building Code or for failure to comply with the written order of a building inspector for the provision of additional exit facilities in a building, the repair or alteration of a building or the removal of a building or any portion thereof shall be fined not less than two hundred not more than one thousand dollars or imprisoned not more than six months or both per State Building Code §113.3 and Connecticut General Statutes §29-254a and §29-394.

This office seeks and anticipates your cooperation, and looks forward to working with you in the interest of building and life safety for a timely resolution of this serious matter. If you have any questions, please feel free to contact this office at *<insert telephone number>*.

Sincerely,

*<Insert your name>*

Building Official

*<Insert jurisdiction name>*

cc: *<Insert name of local Relocation Officer>*

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<Your department letterhead>

<Date>

To: <Name of person who received SBC order>  
<Residential Address>  
<City, State, Zip>

**STATE BUILDING CODE  
NOTICE OF REFERRAL FOR CRIMINAL PROSECUTION**

Dear <Insert name>:

This is to inform you that on \_\_\_\_\_, this office referred the matter regarding the Building Code violations located at \_\_\_\_\_, Connecticut to the State's Attorney for the Judicial District of \_\_\_\_\_ for criminal prosecution.

This referral results from the initial inspection conducted on \_\_\_\_\_, and your failure to respond properly to an order sent to you previously. A re-inspection of the premises conducted on \_\_\_\_\_, determined that compliance with the State Building Code had not been achieved, nor had steps been taken for alternate methods of compliance with the said Code as outlined in the order.

Sincerely,

<Insert your name>  
Building Official  
<Insert jurisdiction name>

Cc: Corporation Counsel

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<Your department letterhead>

<Date>

To: < Name of prosecuting attorney assigned to housing matters, or name of the local State's Attorney >  
Office of the State's Attorney, Housing Matters  
Judicial District of <insert name>  
<Address>  
<City, State, Zip>

Re: **Referral for Prosecution for Violation of the State Building Code**  
<Name of the accused violator>

Dear <Insert name of prosecuting attorney assigned to handle housing matters, or name of the local State's Attorney>:

The undersigned duly appointed Building Official for the jurisdiction of <insert name of jurisdiction>, Connecticut, hereby refers the enclosed Affidavit in support of arrest warrant, against <insert name of the accused violator>, for criminal prosecution as outlined in CGS §29-254a or 29-394, for their alleged failure to comply with the State Building Code and its applicable referenced standards as set forth in the provisions of CGS §29-252.

Your assistance in this case will be greatly appreciated. Please contact our office if you require any further information or clarification.

Sincerely,

<Insert your name>  
Building Official  
<Insert jurisdiction name>

Cc: Corporation Counsel

Encl. < arrest warrant application or other documentation>

Forms\Notice of Referral for Criminal Prosecution and cover letter to prosecutor

12/13/11