

**CT Building Code Enforcement**



Judith R. Dicine,  
Supervisory Assistant State's Attorney, Housing  
Division of Criminal Justice,  
Office of the CT Chief State's Attorney

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**CGS 29-252**  
Where it all starts.

- CGS 29-252. State Building Code (SBC): Adoption, revision and amendments.
- State Building Inspector jointly with Codes and Standards Committee adopts and administers the code with the approval of the Commissioner of Public Safety.

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**CGS 29-252**  
Purpose of the SBC.

- To regulate design, construction and use of buildings and structures to be erected.
- To regulate the alteration of buildings and structures already erected.
- To promote and ensure that buildings and structures are designed and constructed as to conserve energy and where practicable, facilitate the use of renewable energy resources.

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State Building Code includes...

- ..."any code, rule or regulation incorporated therein by reference". CGS 29-252(a).
- This includes the codes adopted by reference and incorporated in the 2005 CT Supplement to the CT State Building Code Sec. 29-252-1d.
- 2009 Amendments

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Also in CGS 29-252...

- (b) includes the appointment by the Governor of a State Building Inspector.
- (c) grants the State Building Inspector or his or her designee authority to issue official interpretations of the State Building Code upon request of any person, including interpretations on the applicability of the code.

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Also in CGS 29-252...

- (d) provides that the State Building Inspector shall review local building official decisions if he or she has reason to believe the official or local appeals board has misconstrued or misinterpreted any provision of the SBC.

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**Attorney General Confirms:**

- In Opinion No. 2005-032, Attorney General Richard Blumenthal wrote:
- “The State Building Inspector, as principal author of the State Building Code, may issue official interpretations of the Code or its particular provisions upon the request of any person. CGS 29-252(c). As discussed below,...

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- ...it is our opinion that the State Building Inspector also has the clear statutory authority to review the actions of a local building official to determine whether the local building official has misconstrued or misinterpreted the State Building Code and, if so, issue any orders the State Building Inspector deems to be appropriate.”

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**CGS 29-252a Applicability to State Agencies. Permits.**

- The SBC is applicable to all **state** agencies. CGS 29-252a(a). The agency commissioner must certify that it is in substantial compliance with the SBC.
- **No building shall** be constructed or altered that exceeds CGS 29-276b **threshold** limits without an application from the agency commissioner to and permit from the State Building Inspector. CGS 29-276a(b)(1).

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**CGS 29-253**

**Applicability to municipalities.**

- (a) The SBC is applicable to all **towns, cities and boroughs**. Repeated in SBC 101.1.1
- (b) Does not prevent adoption of a local demolition ordinance for unsafe buildings. "Unsafe building" is defined as constituting a fire hazard or otherwise dangerous to human life or public welfare.

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**CGS 29-254: Amendments, variations and exemptions.**

- May be granted by the State Building Inspector where strict compliance entails practical difficulty or unnecessary hardship or otherwise adjudged unwarranted, provided that the intent of the law be observed and public welfare and safety be assured. These are published and online.
- Building official has **15 days** from receipt to forward application to the State Building Inspector with written comments.
- Decision of State Building Inspector appealable within 30 days to Codes and Standards.

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**CGS 29-254a**

**PENALTY.**

- Violation the CT State Building Code is a **crime**, categorized as an unclassified misdemeanor.
- Each violation is a separate offense punishable by not less than two hundred and not more than one thousand dollars or imprisonment of not more than six months or both.

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### Criminal penalty for violation of Architect Statutes

- **Sec. 20-297. Penalty.** Any person who knowingly, wilfully or intentionally violates any provision of this chapter shall be fined not more than five hundred dollars or imprisoned not more than one year or be both fined and imprisoned. The secretary of the board shall aid in the enforcement of this chapter and shall give any information concerning violations of this chapter which come to his attention to the proper prosecuting authorities for action.

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### Architect corporations liability.

- **Sec. 20-298b. Practice of architecture by corporations.** (a) The practice of architecture or the offer to practice architecture in this state by individual licensed architects under the corporate form or by a corporation, a material part of the business of which includes architecture, is permitted, provided (1) such personnel of such corporation as act in its behalf as architects, its chief executive officer and the holder or holders of not less than two-thirds of the voting stock thereof are licensed under the provisions of this chapter, and (2) such corporation has been issued a certificate of authorization by the board. **No such corporation shall be relieved of responsibility for the conduct or acts of its agents, employees or officers by reason of its compliance with the provisions of this section, nor shall any individual practicing architecture be relieved of responsibility for architectural services performed by reason of his employment or relationship with such corporation.**

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### Criminal Penalty for violation of Professional Engineer and Land Surveyor Statutes

- **Sec. 20-310. Penalty.** Any person who knowingly or wilfully violates any provision of this chapter shall be fined not more than five hundred dollars or be imprisoned not more than three months or both.

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**Engineer/Land Surveyor corporations liability.**

- CGS 20-306b(d) No such corporation or limited liability company shall be relieved of responsibility for the conduct or acts of its agents, employees, members or officers by reason of its compliance with the provisions of this section, nor shall any individual practicing architecture, engineering or land surveying be relieved of responsibility for services performed by reason of his employment or relationship with such corporation or limited liability company.

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**Criminal Penalty for violation of Interior Designer Statutes**

- **Sec. 20-377v. Penalties.** Any person who knowingly, wilfully or intentionally violates any provision of sections 20-377k to 20-377u, inclusive, shall be fined not more than five hundred dollars or imprisoned not more than one year or be both fined and imprisoned.

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**Criminal Penalty for violation of Architectural Landscaper Statutes**

- **Sec. 20-375. Penalty.** Any person who knowingly, wilfully or intentionally violates any provision of this chapter shall be fined not more than two hundred fifty dollars, or imprisoned not more than three months, or be both fined and imprisoned.

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### Criminal Penalty for violation of Trade Practice Statutes

- **Sec. 20-341. Penalties for violations.** (a) Any person who wilfully engages in or practices the work or occupation for which a license is required by this chapter without having first obtained an apprentice permit or a certificate and license for such work, or who wilfully employs or supplies for employment a person who does not have a certificate and license for such work, or who wilfully and falsely pretends to qualify to engage in or practice such work or occupation, or who wilfully engages in or practices any of the work or occupations for which a license is required by this chapter after the expiration of such person's license, shall be guilty of a class B misdemeanor...

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### Authority of Fire Marshals Unaffected

- Nothing in the building section 1A of CGS chapter 541 limits the authority of the state or local fire marshal as provided in part II of that chapter. CGS 29-255.

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### Conflicts with CFSC?

- **105.1.3 Connecticut State Fire Safety Code abatement.** Where conflicts exist between the requirements of this code and the requirements of Connecticut State Fire Safety Code abatement orders issued in writing by the local fire marshal with respect to existing buildings, the requirements of that portion of the **Connecticut State Fire Safety Code that regulates existing buildings shall take precedence.**  
**Exceptions:** New fire protection systems shall meet the requirements of Chapter 9 of this code, electrical work shall meet the requirements of the 2005 NFPA 70 National Electrical Code and structural and plumbing and mechanical work shall conform to the requirements of this code.

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**CGS 29-259: Urban homesteading and historic structures.**

- Provides for exemptions from code for urban homesteading and historic structures.
- Applications are made to the State Building Inspector and the Codes and Standards Committee.

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**CGS 29-260  
The local building official**

- The controlling statute for all local building officials is CGS 29-260, which is titled: Municipal building official to administer code. Appointment. Dismissal.

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**CGS 29-260 ...**

- (a) States the municipal CEO shall appoint an officer to administer the code, known as the building official. Appointment is for a 4 year term and every 4 years thereafter.
- (b and c) Provide for dismissal of a building official who fails to perform his duties after due notice and hearing, with right of appeal.
- (d) Requires municipal ICC membership and fee payment.

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**CGS 29-261**  
**Powers and duties.**

- (b) The BO or ABO shall pass upon any question relative to the mode, manner of construction or materials to be used in the erection or alteration of buildings or structures, pursuant to the SBC and the rules and regulations of the Department of Public Safety.

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**CGS 29-261**  
**Powers and duties, cont.**

- (b, cont) They shall require compliance with the provisions of the State Building Code, of all rules lawfully adopted and promulgated there under and of laws relating to the construction, alteration, repair, removal, demolition and integral equipment and location, use accessibility, occupancy and maintenance of buildings and structures, except as may be otherwise provided for.

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**SBC 104.1**

- Also authorizes and directs the BO to enforce the SBC.
- Gives authority to the BO to establish policies and procedures to clarify the application of its provisions and long as they are in compliance with the intent and purpose of the code.

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**CGS 29-261**  
**Powers and duties, cont.**

- (c) A BO may request proof of licensure at construction site of issued building permit.
- BO may notify the Commissioner of Consumer Protection of a license violation and issue an order for unlicensed person to **cease work** immediately.
- Order may be personally delivered or sent certified mail to permit holder. BO must be satisfied of compliance with licensing provisions before perform further work.

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**CGS 29-261**  
**Powers and duties, cont.**

- (d) The BO or ABO **shall have the right of entry** to such buildings and structures, except single family residences, for the proper performance of his duties between 9 am and 5 pm, except in case of emergency where he can enter anytime necessary in the interest of public safety.
- This power is repeated in **SBC 104.6**.

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**CGS 29-261, cont.**

- (e) requires that the BO **shall** immediately return the original plans and specifications of a single family dwelling or out-building immediately upon a written request of owner of the plans and specifications.

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**CGS 29-263**  
**Permit to construct or alter.**

- No building or structure shall be constructed or altered until **application** filed with the BO **and a permit** issued.
- Permit **shall** be issued or refused in whole or part within **30** days after application date.

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**SBC 105.3.1**  
**Action on application**

- Repeats the 30 day examination provision and adds that the **BO shall reject** the application in writing if it does not conform with the SBC and pertinent laws.
- Adds that the **BO shall issue** a permit as soon as practicable after the BO is satisfied the work conforms to **SBC and applicable laws, statutes regulations and ordinances.**

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**SBC 105.5**  
**Expiration of permit.**

- Permits become **invalid** if work is not commenced within 180 days after issuance, or if work is suspended or abandoned for 180 days after work commenced.
- The BO may grant one or more **extensions** of not less than 30 and not more than 180 days each if requested in writing and there is justifiable cause demonstrated.

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**SBC 105.5**  
**Expiration of permit, cont.**

- **Exception: The BO shall be permitted to specify not less than 30 nor more than 180 days for commencement of work under permits issued to abate an unsafe condition pursuant to SBC 115.**
- **Work performed under such permits shall be completed as expeditiously as possible.**

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**CGS 29-276c**  
**Architect or engineer sealed plans.**

- **Sec. 29-276c. Architect or engineer to seal plans and specifications, review implementation of design of certain buildings and issue statement of professional opinion re completed structure. Use groups.** (a) Notwithstanding the provisions of chapter 390, if a proposed structure or addition is classified in any use group specified in subdivisions (1) to (3), inclusive, of subsection (b) of this section, the plans and specifications for such structure or addition shall be sealed by the licensed architect of record or professional engineer of record responsible for the design of the structure or addition. Such architect or engineer of record shall be retained and be responsible for the review of the implementation of the design of such structure or addition including the review of shop drawings and the observation of construction.

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**Architect or engineered plans, cont.**

- In the event such architect or engineer of record is unable to fulfill such review responsibilities, an additional architect or engineer shall be retained and the local building official shall be informed, in writing, of such retainer. If fabricated structural load-bearing members or assemblies are used in such construction, the licensed professional engineer responsible for the design of such members or assemblies shall be responsible for the implementation of said engineer's design by reviewing the fabrication process to ensure conformance with said engineer's design specifications and parameters.

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**Architect or engineered plans, cont.**

- **Sec. 29-276c(b)** Prior to the issuance of a certificate of occupancy for a proposed structure or addition classified in any use group specified in subdivisions (1) to (3), inclusive, of this subsection, the local building official shall require a statement signed by the architect of record or the professional engineer of record responsible for the design of the structure or addition or the additional architect or professional engineer retained pursuant to subsection (a) of this section, and by the general contractor involved in the construction of such structure or addition affirming their professional opinion that the completed structure or addition is in substantial compliance with the approved plans and specifications on file with such building official.

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**CGS 29-263, cont.  
Review of plans**

- During the 30 day period, plans shall be reviewed for substantial compliance with the SBC.
- The local fire marshal shall where applicable also review the plans for compliance with the CT Fire Safety Code.

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**CGS 29-263, cont.  
Who can be issued a permit?**

- **Owner** of the affected premises or the owner's **authorized agent**.
- **SBC 105.3.3** further states that the permit application shall be made by the **owner in fee or authorized agent**. If made by authorized agent, agent must give an affidavit from owner in fee or applicant must sign a statement before the BO that he is authorized to make the application.

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**Does a BO have to check a contractor's license?**

- SBC Interpretation No. I-46-00 states that although the SBC has no requirement that a BO check a license, CGS 29-261 states generally that the BO **shall** require compliance with relating laws.

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**Relating laws on contractors and permits**

- **Home Improvement Contractors** can apply for a building permit if they display their name, business address and DCP registration number on the application for permit and displayed their Home Improvement Contractor certification to the BO. CGS 29-263.

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**And...**

- **No BO shall** issue a permit to a registered **New Home Construction Contractor** without the contractor presenting the certificate of registration and number. CGS 29-262.

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**Contractor responsible for permit.**

- Contractors who pull a permit **shall** cause work to be performed by a person who is licensed under the provisions of chapter 393. CGS 20-338a.

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**Special rules on contractors and permits, cont.**

- A licensed contractor or journeyman **shall** show licensing to any properly interested person upon request. CGS 20-341.  
BO is properly interested.

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**29-263a Fire sprinkler system working drawing and licensure**

- **No BO shall** accept or approve drawings or modifications of fire sprinkler installation, alteration or modification without proof of CT licensure as an automatic fire sprinkler layout technician or a professional engineer.

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**CGS 29-264**

- The State Building Inspector **may** approve plans to be utilized in more than one municipality for dwelling space of not more than two families upon application of builder.
- Local BO **shall** issue a building permit if plans bear the approval of the State Building Inspector and meet local ordinances.

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**CGS 29-265**

**Certificate of Occupancy**

- (a) **No building or structure** erected or altered in a municipality after October 1, 1970 **shall be occupied or used** in whole or part until a **certificate of occupancy** has been issued by the BO, certifying that it or work performed by permit substantially conforms to the SBC.

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**Zoning and Fire Approval required.**

- **No CO shall be issued** for a building, use or structure subject to zoning regulations without the certification of the zoning official. SBC 110.1.1.
- **No CO shall be issued** for a building, use or structure subject to the CFSC without the certification of the local marshal. SBC 110.1.2.

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**SBC 106.2.1**  
**Health approval required**

- Approval of private sewage disposal systems by the local health director in writing **shall** be submitted to the BO prior to issuance of a building permit.

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**What if...**

...the owner of the property will not allow access for a final inspection for a certificate of occupancy?

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**SBC Interpretation I-11-03**

- “Assuming the work in question is within the dwelling unit and can only be inspected by entering the dwelling unit, it would be impossible for a BO to issue a CO for any construction that could not be inspected because the person in control the building denied entry to the BO for the purpose of performing the inspection.”

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CGS 29-265, cont.

- No requirement for removal, alteration or abandonment, or prevention of use or occupancy of any **single family** dwelling but within 6 years of the date of occupancy after substantial completion of construction of, alteration to or addition to such dwelling, or of a **building lawfully existing on October 1, 1945.**

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CGS 29-265, cont.

- The **use** of a building or premises **shall not** be deemed to be changed because of **temporary vacancy** or **change of ownership or tenancy.**
- **No BO shall** refuse to issue a CO for any single family not connected to electric utility if otherwise conforming with **local health codes** and equipped with an approved **alternative energy system.**

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SBC 110.3

Temporary occupancy.

- **The BO may** issue a temporary CO before completion of all permitted work provided doing so would **not endanger life or public welfare.**
- Any such occupancy shall be discontinued within 30 days after completion of work unless a CO is issued by the BO.

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**CGS 29-265(a)**  
**Swimming pool permits**

- **No building permit shall** be issued for the construction or substantial alteration of a swimming pool at a residence occupied by, or being built for, one or more families unless a pool alarm is installed with the swimming pool.

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**CGS 29-393**  
**Building Official's Right of entry**

- On receipt of information from the **local fire marshal or from any other authentic source** that any building in his jurisdiction, due to lack of exit facilities, fire, deterioration, catastrophe or other cause, is in such condition as to be a **hazard** to any person or persons, **the building inspector shall immediately make an inspection** by himself or by his assistant,...

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**CGS 29-393**  
**Right of entry, cont.**

...and **may make orders** for additional exit facilities or the repair or alteration of the building if the same is susceptible to repair or both or for the removal of such building or any portion thereof if any such order is **necessary in the interests of public safety.**

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**29-393**  
**Right of entry, cont.**

- The BO has a right of entry for performance of duties to all buildings between **9 am and 5 pm**, in the interest of public safety.
- This power is repeated in **SBC 104.6**.

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**Denial of Entry?**  
**Can't take no for an answer?**

- In the event the BO or ABO is denied access, an **administrative search warrant** may be applied for seeking court ordered entry. Requires 2 affiants to apply.
- Must be approved by prosecutor and then submitted to a superior court judge.
- Executed with local police department to ensure no interference and if necessary force entry.

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**CGS 29-394 Penalty**

- Any person who, by himself or his agent, fails to comply with the written order of a BO 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 nor more than one thousand dollars or imprisoned not more than six months, or both.

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### Chapter 541 Part IV State Demolition Code

- CGS 29-404 states that the **local building official shall** administer sections 29-406 to 29-413, inclusive of the State Demolition Code.
- **Penalty** for violation of the State Demolition Code is a misdemeanor **crime**, punishable with a fine of not more than \$500 or imprisonment of not more than one year or both. CGS 29-414.

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### SBC 113 Violations

- SBC 113.1 states it shall be unlawful for any person firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of the SBC.

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### SBC Interpretation No. I-73-00

- This interpretation states that failure to obtain a required permit is a violation of the SBC, which the BO would appropriately address by issuance both of a notice of violation and a stop work order.
- Penalties of SBC 118.2 for failure to comply with the stop work order would only apply if work continues without required permits after service of the order.

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**SBC 113.1**  
**Notice of violation**

- Authorizes the BO to serve notice of violation or order on the person responsible for violation of the code, or of a permit or certificate issued under the code.
- Such order **shall** direct the discontinuance of the illegal action or condition and the abatement of the violation.

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**SBC 113.2.1**  
**Written notice**

- The notice of violation **shall be in writing and shall be given** to the owner of the property involved, or to the owner's agent or to the person doing the work.

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**113.3**  
**Prosecution of violation.**

- If the notice is not complied with promptly, the **BO is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law** as well as the appropriate proceeding in **equity** to restrain, correct or abate such violation or to require the removal or termination of the unlawful occupancy or of the order or direction made pursuant thereto.

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**SBC 114**  
**Stop work order.**

- The BO is authorized to issue a **stop work order** whenever the BO finds any work regulated this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe.
- **Stop Work Order template now available for use in DPS approved format.**

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**SBC 114.2**  
**Issuance of stop work order.**

- The order **shall be in writing and shall be given** to the owner, owner's agent or the person doing the work.
- **"The code does not specify by whom the notice may or may not be given. The intent of the code is that the notice be delivered. The BO may delegate the delivery to whomever he feels will satisfy the intent of the code."** SBC Interpretation I-6-06.

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**SBC Interpretation I-32-00**

- SBC Interpretation I-32-00 states that the work done without a permit prior to the stop work order is a violation of the SBC.
- The building official is within his right to pursue enforcement of a violation for work performed prior to issuance of the stop work order.

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### SBC Interpretation I-16-01

- However, a BO cannot pursue a criminal prosecution without first serving a stop work order or a notice of violation.
- The SBC provides for prosecution of a building code violation in the event that the notice of violation is not complied with promptly.

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### SBC Interpretation I-16-01, cont.

- In order for the person responsible for the violation to have an opportunity to correct the violation prior to prosecution, a notice of violation or stop work order **must** be issued.

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### SBC 115: Unsafe structures and equipment

- **Unsafe Structure Order template now available for use in DPS approved format.**
- **The BO shall** deem structures or equipment an unsafe condition which are or become:
  - Unsafe
  - Insanitary
  - Deficient because of inadequate means of egress, inadequate light and ventilation

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**SBC 115: Unsafe structures and equipment, cont.**

- Constitute a fire hazard
- Or are otherwise dangerous to human life or public welfare
- Or that involve illegal or improper occupancy or inadequate maintenance.

The BO shall cause a report to be filed on an unsafe condition. SBC 115.2

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**SBC 115: Unsafe structures and equipment, cont.**

- The unsafe structure shall be taken down and removed or made safe, as the BO deems necessary.
- A vacant structure that is not secured against entry shall be deemed unsafe.

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**SBC 115.3  
Notice of Unsafe Structure.**

- If an unsafe condition is found, the BO shall serve on the owner, agent or person in control of the structure a written notice that describes the condition and specifies the abatement required, or demolition within a stipulated time.
- Requires the person notified declare immediately to the BO acceptance or rejection of the terms of the order.

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**SBC 115.4**  
**Method of service**

- The unsafe structure or equipment order is deemed properly served if delivered to owner personally, sent certified or registered mail at last known address return receipt requested, or any other manner prescribed by law.

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**Delivery proof.**

- Although proof of delivery is not specifically required by the SBC, prosecution of a violation requires that the state prove the person knowingly violated the provision of the code.
- Proof of delivery is required to prove knowing violation of the order.

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**SBC 115.6.1**  
**Authority to seal equipment.**

- The BO or his authorized representative shall in case of emergency have the authority to seal out of service immediately any unsafe equipment or device regulated by the SBC.
- The BO or his representative shall plainly identify it as out of service and indicate the reason.
- Punishable under CGS 29-394.

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**SBC 116**  
**Emergency measures**

- **Imminent danger of failure or collapse** of a building or structure or any part thereof which endangers human life, or
- **Has fallen and human life is endangered** by the occupation.
- BO is authorized and empowered to order and require the occupants **vacate** forthwith.

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**SBC 116**  
**Emergency measures, cont.**

- The notice **shall** read: "This structure is unsafe and its occupancy has been prohibited by the building official."
- The notice **shall** be posted at each entrance of the building or structure.
- Entry after posting is unlawful without BO permission which may be granted for purposes of required repair or demolition.

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**SBC 116**  
**Emergency measures, cont.**

- SBC 116.2 **Temporary safeguards.**  
 When in the opinion of the BO there is imminent danger to human life due to an unsafe condition, the BO **shall** cause the necessary work to be done to render such building or structure temporarily safe, whether or not the legal procedure described in Section 115 has been instituted.

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**SBC 116.4**  
**Emergency work.**

- When imminent danger or an unsafe condition requiring immediate action exists and the owner cannot be located or refuses or is unable to expeditiously render the premises safe, the BO shall order the employment of necessary labor and materials as expeditiously as possible to make the premises temporarily safe up to and including demolition.

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**SBC 116.5**  
**Costs of emergency work.**

- The costs incurred in performance of emergency repairs of demolition under the order of the BO shall be paid by the treasury of the town, city or borough.
- The legal counsel for the town, city or borough shall institute appropriate action against the owner to recover.

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**CGS 53a-148. Bribe receiving:  
 Class C felony.**

- (a) A public servant or a person selected to be a public servant is guilty of bribe receiving if he solicits, accepts or agrees to accept from another person any benefit for, because of, or as consideration for his decision, opinion, recommendation or vote.
- (b) Bribe receiving is a class C felony.

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**CGS 53a-148a. Failure to report bribery: Class A misdemeanor.**

- (a) A public servant, as defined in section 53a-146, is guilty of failure to report bribery when the public servant: (1) Knows that (A) another person has attempted to bribe such public servant, as defined in section 53a-147, or (B) such public servant has witnessed either (i) a person attempting to bribe another public servant, as defined in section 53a-147, or (ii) another public servant commit the crime of bribe receiving, as defined in section 53a-148; and (2) does not, as soon as reasonably practicable, report such crime to a law enforcement agency.
- (b) Failure to report bribery is a class A misdemeanor.

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**CGS 53a-139  
Forgery 2<sup>nd</sup> Degree – D Felony**

- A person is guilty of forgery in the second degree when, with intent to defraud, deceive or injure another, he **falsely makes, completes or alters a written instrument** or issues or possesses any written instrument which he knows to be forged, which is or purports to be, or which is calculated to become or represent if completed:
  - (2) a public record or an instrument filed or required or authorized by law to be filed in or with a public office or public servant; or (3) a written instrument officially issued or created by a public office, public servant or governmental instrumentality;...

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**New Forgery Provision**

- CGS 53a-137
  - Amended in 2010 to include falsely signing, falsely completing, or falsely altering a written instrument, **thereby falsely and fraudulently representing that he or she has authority to sign in such capacity.**

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**CONTACT INFORMATION  
OCSA - HOUSING:**

**Judith R. Dicine**, Sup. ASA  
Office of the Chief State's Attorney, Housing  
121 Elm Street, New Haven, CT 06510  
Office Phone: 203-773-6755  
Fax: 203 789-6459  
Email: [judith.dicine@po.state.ct.us](mailto:judith.dicine@po.state.ct.us)

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