



**7. ADJOURNMENT**

Next meeting is set for **February 10, 2016 at 1:30 p.m.** in room **G38**, 165 Capitol Avenue, Hartford.

|                  |   |            |                                       |
|------------------|---|------------|---------------------------------------|
| <b>KEY: CFSC</b> | <b>Connecticut Fire Safety Code</b>           |            |                                       |
| <b>IBC</b>       | <b>International Building Code</b>            | <b>IMC</b> | <b>International Mechanical Code</b>  |
| <b>IECC</b>      | <b>International Energy Conservation Code</b> | <b>IPC</b> | <b>International Plumbing Code</b>    |
| <b>IEBC</b>      | <b>International Existing Building Code</b>   | <b>IRC</b> | <b>International Residential Code</b> |
| <b>IFC</b>       | <b>International Fire Code</b>                | <b>NEC</b> | <b>National Electric Code</b>         |

**CHECKLIST FOR REGULATIONS**

1. Draft regulations, statement of purpose and fiscal note.
2. Obtain approval of agency head.
3. Send to Governor's office and OPM for preliminary approval. (No deadline for approval, previous Administration required 3 to 5 months.)
4. Upon receipt of approval of Governor's office/OPM, schedule hearing, prepare notice for Connecticut Law Journal (publication cycle: 2 weeks from notice submittal to publication, plus 30 days to hearing) and send copies to interested persons or groups. Also, prepare and submit small business fiscal note (PA 09-19) and analysis under 4-168a to Department of Economic and Community Development/Commerce Committee. Copy legislative committee of cognizance on hearing notice. (DRAFT MAY NOT BE DISSEMINATED, NOR MAY THE PUBLIC COMMENT PROCESS BE COMMENCED UNTIL GOV./OPM APPROVAL IS RECEIVED.)
5. Conduct public hearing or solicit public comment, review comments, revise regulations as appropriate and inform commenter's of actions taken.
6. Prepare certification documents for agency head's signature and submit with final regulation draft to the Office of the Attorney General for review for legal sufficiency. (AG has 30 days by statute.)
7. Upon approval of the AG's office, file 1 original and an electronic copy with the standing Legislative Regulations Review Committee. (Committee of cognizance and fiscal analysis also get copies.) If filed by deadline of the first Tuesday of the month, item will be considered at the following month's meeting, with is held the fourth Tuesday of the month.
8. If regulation approved the first time (there's a less than even change of this happening), regulation becomes effective upon filing with the Secretary of the State's office or a date certain that the agency has specified on the certification form that is attached as the final page of the regulation.
9. If rejected the first time through (committee will reject if it desires to add or change language, believes the agency has exceeded its statutory authority or if there are too many copy-editing-type issues). Corrections are made and the drafts are submitted to the AG before returning to the committee.