



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

OFFICE OF THE STATE BUILDING INSPECTOR  
1111 COUNTRY CLUB ROAD  
MIDDLETOWN, CT 06457  
Telephone: (860) 685-8310  
Fax: (860) 685-8365

**REQUEST FOR MODIFICATION  
INSTRUCTION SHEET**

1. The applicant must sign and date modification form.
2. Building Official must comment and sign form per Section 29-254, Connecticut General Statutes. Application will be returned if signed by other than the Chief Building Official, Acting Building Official or Provisional Building Official.
3. One set of construction documents must accompany the request if they are needed to help illustrate a modification request.
4. A cover letter explaining your circumstance is recommended if it cannot be clearly explained in this form.
5. Please type all responses, or if not possible, **print legibly**. Complete application in its entirety. Any missing information may result in delays. Return completed application to the above address.
6. If you have questions about what is required, call the Office of the State Building Inspector at (860) 685-8310.

MODCVR  
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