**Section 230.250 Appeal of an Administrative Action**

a) Any person aggrieved by a decision, order or ruling of OSFM may, as a matter of right, appeal that action.

b) All appeal requests shall:

1) Be in writing;

2) Contain an address and telephone number where the appellant may be notified of the time and place of the hearing; and

3) Set forth the reasons why the action of OSFM should be reversed or modified.

c) Appeals from a decision, order or ruling of the State Fire Marshal or his/her designees shall be instituted by filing a written request for a hearing no later than 10 days following receipt of the notice of the action. Requests will be deemed to be timely if they are postmarked no later than the time period allowed.

1. The appeal request shall be mailed to:

Office of the State Fire Marshal

1035 Stevenson Drive

Springfield, Illinois 62703-4259

(Source: Amended at 34 Ill. Reg. 16524, effective October 6, 2010)