



Procedures for Deferred Submittals

Deferred submittal items are those portions of the design that are not submitted at the time of application and have received prior approval from the building official to be deferred.

- A complete list of submittals to be deferred is required at the time of the Building Permit application. This applies to all new commercial construction, and includes structural elements, electrical, plumbing, and mechanical submittals that require plan review.
- A statement of design criteria and assumptions for each of the listed deferred submittals.
- A timed schedule of the submittal of the deferrals.

Plumbing Deferral Prerequisites

- Drawings submitted for the original building permit shall depict accurately all plumbing fixtures. Sewer fees are assessed with the Building Permit.

Submittal of Deferred Documents

- Each deferred submittal shall bear the approval of the Engineer of Record or the design professional in responsible charge. *Notation shall be included that the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.*
- Mechanical and Electrical deferred submittals shall include applicable Energy Code Compliance information.
- Each deferred submittal shall include the design professional's Fire and Life Safety Summary.

Review of the Deferred Submittals

- The review period shall be two weeks upon receipt of the approved deferred submittal.

Deferred Submittal Fee

- The fee for processing deferred submittals shall be \$125 for each deferred submittal item. In addition to the \$125 processing fee, the in-house plan review fee for each deferred submittal item will be the actual time for the review charged at \$75 per hour with a one hour minimum. For submittal items that require a 3rd party review, the plan review fee will be the actual cost of that 3rd party review.

DEFERRED SUBMITTAL PROCEDURES

Permit #: _____

1. Check each submittal item that you are deferring on the checklist and provide the valuation of each deferred submittal item and an estimated time of submittal for each item.
2. As the deferred item documents and drawings are prepared for plan review, ensure that the architect or engineer of record reviews the deferred submittal documents. The drawings must have a notation indicating that the architect or engineer of record has reviewed the deferred submittal documents and that they have been found to be in general conformance with the design of the building.
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order will be issued if unapproved work proceeds.

Items, which may be deferred, include, but are not limited to the following:

<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date	<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date
	Acoustical ceiling suspension system				Plumbing System		
	Auxiliary power systems				Mechanical Systems		
	Awnings				Post-tensioned concrete structural members or panels		
	Bleachers				Pre-cast concrete structural members or panels		
	Carports				Prefab stair units to include steel, aluminum, or pre-cast concrete stairs		
	Curtain wall systems				Prefabricated wall panel		
	Electrical system				Ore-stressed concrete structural members or panels		
	Emergency call system				Raised floor systems		
	Exit Illumination				Shelving systems and steel storage racks		
	Fire alarm system				Signs		
	Fire sprinkler				Skylights		
	Fire stopping				Smoke and heat vents		
	Glass guardrails				Specialty retaining walls		
	Glazing systems				Stone veneer		
	HVAC system				Terra cotta veneer		
	Intercom system				Wooden, steel, or composite floor or roof trusses		
	Irrigation system				Works of art/sculpture		
	Metal guardrails and handrails						

Signature of Applicant

Date

