

Original September 24, 2002  
Revised June 29, 2015

City of Oregon City

# **BUILDING DIVISION POLICY**

## **Deferred Submittal Work**

Pursuant to OSSC section 107.3.3, When approved by the Building Official deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Division within a specified time period, which must be sufficient to allow for the approval process.

The deferred submittal items shall not be installed until the design and submittal items have been approved by the Building Division.

1. Please submit the attached Deferred Submittal Agreement listing each design document proposed for deferred submittal and not submitted with the Building Permit Application.
2. Indicate the best estimated date for deferral on the Deferred Submittal Agreement. Allow at least 2 weeks for Building Division processing and review. If a deferred submittal item is not submitted to the Building Division before the date specified on the Deferred Submittal Agreement, then submit an amended Deferred Submittal Agreement to the Building Division for approval with a revised date for deferral prior to installation of the deferred item.
3. List all deferred submittals on the construction documents, preferably the cover sheet, in accordance with OSSC section 107.3.3. Please refer to OSSC sections 107.2, 1603, and 2303.4.1.4.1 for examples of information, design criteria and detailing required to be specified on the construction documents by the registered design professional.
4. A building permit will not be issued until the plan review is completed and approved, excluding all deferred items listed on the Deferred Submittal Agreement approved by the Building Division.