



PROCEDURES FOR DEFERRED SUBMITTALS

For Commercial Projects

The purpose of this document is to provide a standard procedure for deferred submittals. Applicants who wish to defer items should work with The Building Department to:

1. Schedule a pre-submittal conference to discuss proposed deferred submittal items.
2. At the pre-submittal conference, define the deferred submittal schedule. Make sure that includes review time for approval.
3. List deferred submittal items on the title or cover sheet of the original plan when application is made.
4. State the design criteria/assumptions of the deferred submittal items on the plans.
5. As the deferred item documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the architect or engineer of record to verify that the items comply with the general design of the building.
6. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order may be issued if unapproved work proceeds.
7. Additional fees may be charged for deferred items. Contact local jurisdictions for details.

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

1. Acoustical ceiling suspension system	19. Plumbing system *
2. Required Auxiliary power systems	20. Post-tensioned concrete structural members or panels.
3. Awnings	21. Pre-cast concrete structural members or panels
4. Bleachers	22. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.
5. Carports (Separate Permit) *	23. Prefabricated wall panel
6. Curtain wall systems	24. Pre-stressed concrete structural members or panels
7. Electrical system *	25. Raised floor systems
8. Emergency call system	26. Shelving systems and steel storage racks
9. Exit illumination	27. Signs*
10. Fire alarm system (Separate Permit)	28. Skylights
11. Fire sprinkler (Separate Permit)	29. Smoke and heat vents
12. Fire stopping	30. Specialty retaining walls (Separate Permit) *
13. Glass guardrails	31. Stone veneer
14. Glazing systems	32. Terra cotta veneer
15. HVAC system (Separate Permit)*	33. Wooden, steel, or composite floor or roof trusses
16. Intercom system	34. Works of art
17. Irrigation system *	
18. Metal guardrails and handrails	

*** No Deferred Submittal Fee on These Permits.**

Deferred Submittals. The plan review fee for processing deferred plan submittals shall be an amount equal the number of deferred items times the fee of **\$300.00. This fee is in addition to the project plan review fee based on total project value. Examples of how this fee is calculated are provided below:

Example 1.

A fire sprinkler and fire alarm system is system is deferred. The deferred fee is $2 \times \$300.00 = \600.00

Example 2.

A plumbing plan is deferred. No deferred plan review fee is charged.

** This fee amount is subject to change with fee increases. See current fee schedule.