

Request for Deferred Submittal

Project Name: _____

Site Address: _____

Permit Number(s): _____

Date Stamp
For City Use Only

One element of a complete application is a complete set of construction drawings for the proposed building(s). When parts of the required plans are missing, approval must be received for deferred submittals per International Building Code Section 107.3.4.2.

The purpose of this form is to assist the applicant in meeting the requirements for a complete building permit application. This is to allow for the coordination of the deferred drawings and related documents.

Deferred documents and plans shall be submitted to the architect, engineer or designee of record, who shall review them prior to forwarding them to the Permit Coordinator. Only on projects where an architect or engineer is not required and where Building Official approval has been obtained may the property owner designate a representative for the project.

DEFERRED ITEMS SHALL NOT BE INSTALLED UNTIL THEIR DESIGN AND DOCUMENTATION HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

The following items must be initialed/completed to request deferred submittal:

___ Items that may be deferred are listed below. Only these items can be deferred without a specific request for any additional items. Please check items requested for this project:

- Fire Suppression Plans
- Fire Alarm Plans
- HMIS documentation
- Electrical Plans
- Plumbing Plans
- Mechanical Plans
- Energy Code documentation related to Electrical, Plumbing or Mechanical deferrals only
- Type I Hood and Suppression Plans

___ The applicant is aware that the deferred items shall be listed in the “General Notes” on the cover sheet(s) as “Deferred Submittals.”

___ The applicant is aware that a letter from the architect, engineer, or designee stating that the deferred documents and/or plans have been reviewed and are found to be in general conformance with the design of the proposed building(s) is required upon submittal.

Name of Engineer/Architect/
Designee of Record: _____

Signature: _____ Date: _____