



**REQUIREMENTS FOR DEFERRED SUBMITTALS**

- The Project Engineer or Architect of Record must approve any plans and calculations before these are submitted to the Building Division.
- The design professional of record must list the deferred submittals on the construction documents (drawing cover sheet).
- The Building Division must review and approved the deferred submittal documents BEFORE the installation of any deferred submittal items.
- The project applicant or design professional of record must notify the Building Division in writing of any deferred items not meeting the scheduled dates, and new dates must be submitted for review and approval.
- The approved drawings of the deferred submittal items must be at the job site during the inspection of the deferred items.