

Deferred Submittal Form

Planning, Building and Code Enforcement

Project elements that have not been reviewed and approved as part of the original permit must be submitted as a Deferred Submittal to the Building Division for review and approval within a specified period. Building Division staff will determine which items may be deferred and will consider project timelines and the design professional's recommendations.

REQUIREMENTS FOR DEFERRED SUBMITTALS

PLAN REVIEW #:

PROJECT NAME IF ANY:

PRINT NAME

PROJECT ADDRESS:

DATE:

- 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.

eferred Submittal Item		Design Professional of Record Review/Approve By	Submittal Date to Building Division	Date for Fabrication	Date for Installation at the Job Sit
SIGNATURE - Property Owner		DATE • S	SIGNATURE - Design Professional of Record DATE		

If the design professional is not available at permit issuance, the property owner is responsible for ensuring adherence to the deferred submittal schedule outlined above.

PRINT NAME