

# Supplemental Memorandum - Deferred Submittals

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The memorandum presents guidelines for the preparation and review of deferred submittals and design change memoranda by SECI during the construction period for CIP Projects. The requirements for the review and approval of these submittals by SECI is addressed in the 2022 California Building Code Sections 107.3.4.1 and 107.4.

Note: 'Building Code' references all applicable code documents and standards that apply to a project (i.e. electrical code, plumbing code, mechanical code, energy code, etc.).

SECI review times (including resubmittals) are a minimum of 10 business days. Additional time may be required for more complex submittals. Plan accordingly to allow for multiple rounds of comments and resubmittals.

## **General Submittal Requirements**

Submittals shall be neat and organized. Provide an index or table of contents when files contain more than one section or document type.

- Submittals to SECI should be custom created documents specifically for the purpose of SECI review (not simply a forwarded construction submittal). The content should be limited to the aspects of the design that is being submitted for review. For example, a deferred submittal for equipment anchorage should only contain the information that pertains to the structural anchorage design such as installation details, supporting calculations, product data for dimensions and weights.
- PDF submittals shall be flattened to incorporate all annotations and redlines into the document. Flatten any AutoCAD created content that presents as markups when using Bluebeam.
- PDF submittals shall not be security protected to prevent markups or flattening. Doing so prohibits SECI's approval stamping process. Please note that DocuSign and other electronic signature tools often automatically apply these protections.
- If the licensed design professional in responsible charge is providing an electronic signature, notation shall include "digitally signed" or "electronically signed" along with the time stamp.
- PDF drawing sheets shall be full size and maintain accuracy of drawings scales.
- Transmittal shall include the SECI permit number and referenced plan sheet(s) from the permit set.

## **Deferred Submittals**

As defined by Chapter 2 of 2022 CBC, Deferred Submittals are “those portions of the designs that are not submitted at the time of the application and that are to be submitted to the building official within a specific period.” Deferred submittal items are typically elements of a project that are not ready for plan review at the time of the permit application. The deferred scope is excluded from the permitted project scope and must then be added to the project by plan review and approval of a future submittal to SECI.

In the permitting phase, the licensed design professional in responsible charge shall list the deferred submittals on the construction documents for review and approval by SECI. A single, combined, complete list shall be placed in the front of the construction drawings (either in the first or second sheet).

During construction, as required by CBC 107.3.4.1, all deferred submittals must be approved by SECI prior to construction of the scope involved.

- Deferred Submittal Preparation by the Contractor
  - Deferred submittals are formal construction documents that are added to the permit records upon approval.
  - A CA licensed design professional shall prepare, stamp, and sign construction documents and structural calculations, if any, for the deferred submittal
  - The drawings shall specify the location, extent, and nature of the proposed work in detail. Provide references to where the deferred items are shown in the approved permit drawings.
- Deferred Submittal Review /Approval by the licensed design professional in responsible charge
  - The project's licensed design professional in responsible charge shall approve the deferred submittal before submitting to SECI.
  - All comments by the licensed design professional in responsible charge must be addressed before submitting to SECI.
  - All design team/owner team reviews shall be completed prior to submitting to SECI.
  - Resubmittals shall cloud revisions with a delta to note the date and change.