

DEFERRED SUBMITTAL

Request to defer portions of the design drawings per IBC Section 107.3.4.1

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in charge (responsible architect or engineer) shall list the deferred submittals on the cover page of the construction documents.

Building Permit # _____ Applicant: _____

Site Address: _____

The purpose of this form is to assist the applicant in meeting the requirements for a complete application. One of the elements of a complete application is a complete set of design drawings for the project. When portions of the plans are missing, arrangements must be made to coordinate the receipt of the late drawings and related documents.

Documents and/or plans for the deferred elements shall first be submitted to the architect or engineer of record who shall review them, and then forward them to the building official with a notation indicating that the deferred documents and/or plans have been reviewed and have been found to be in general conformance with the design of the building. **The deferred items shall not be installed until the designs and submittal documents have been approved by the building official.**

Architect, Engineer, or Designee of Record:

Name: _____ Phone: _____

Signature: _____

The ONLY items that can be deferred are listed below. Please check the specific items:

<input type="checkbox"/> Fire Suppression Plans ¹	<input type="checkbox"/> Plumbing Plans ¹
<input type="checkbox"/> Fire Alarm Plans ¹	<input type="checkbox"/> Mechanical Plans ¹
<input type="checkbox"/> Parking	<input type="checkbox"/> Lighting ¹
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Final Commercial Design Review Approval
<input type="checkbox"/> Final Historic Design Review approval	<input type="checkbox"/> Public Works/Infrastructure ²
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Other

¹Additional plan review required. ²Preliminary plan approval required prior to building permit issuance.

Using this process may require an additional plan review fee for each deferred item. All deferred items shall be listed on this form before the building permit will be issued.

Department Approval: _____ **Date:** _____

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