

# Deferred Submittals

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## **Procedures for the Deferred Submittal:**

- ✧ A complete list of submittals to be deferred is required at the time of the Building Permit application. These items must be on the title or cover sheet of the original plan when application is submitted.

## **Submittal of Deferred Documents:**

- ✧ Each Deferred Submittal shall bear the approval of the design professional in responsible charge. Notation shall be included that the Deferred Submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
  - Complete a building permit application referencing the original building permit number.
  - Description should include the type of deferral. For example, manufactured stairs, raised floors, etc.
  - Provide two copies of the engineering documents.

## **Review of the Deferred Submittal:**

- ✧ Please verify the current review time that is posted on our website Commercial Structural Projects and Deferred Submittal plan review.

## **Deferred Submittal fee:**

- ✧ The fee for processing Deferred Submittals shall be 10% of the building permit fee, using the valuation of the particular deferred portion or portions of the project. The minimum charge will be \$275.00 per deferred submittal. This fee is in addition to the project plan review fee based on the total project valuation.