



Building Services & Code Enforcement  
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Office only

Updated 12/23

BLD #	Received by
Date	Valuation

## Deferred Submittal Agreement

Project name

Address

Applicant Name

Applicant e-mail

### IBC 107.3.4.1

The Engineer or Architect in responsible charge is accountable for the review and coordination of all submittal documents designed by others and to ensure they are compatible with the design of the building.

Deferred submittal items are those portions of the design that are not submitted at the time of applicant and have received prior approval from the building official to be deferred. All deferred submittal items must be listed on the approved plans and be placed in a conspicuous location. The process is as follows:

- 1 Deferred submittal items must first be reviewed, stamped and signed by the Engineer or Architect in responsible charge and **SUBMITTED TO THE CITY FOR REVIEW WITHIN 30 DAYS OF PERMIT ISSUANCE.**
- 2 The Engineer or Architect in responsible charge shall attach a letter to the submittal stating that the deferred item is in compliance with the design of the structure.
- 3 Deferred submittal items shall be submitted at the Contractor and design professional's risk and shall not be installed until approved by the Building Official. A stop work order will be issued if violations of this document occur.
- 4 The general contractor shall schedule a pre-construction meeting with the inspector to discuss the deferred submittal requirements prior to start of construction.

### Deferred Submittal Items-

1. **Building exterior envelope (i.e storefronts, exterior cladding, curtain walls, windows) in commercial or multi-family residential buildings.**
2. **Elevators including sump pump if required.**
3. **Precast concrete vault in commercial or multi-family residential buildings.**
4. **Raised floor system in commercial or multi-family residential buildings.**
5. **Skylights- Custom designed or pre-manufactured in commercial or multi-family residential buildings.**
6. **Trusses for all building types.**
7. **Pre-manufactured walk-in cooler in commercial buildings.**
8. **Window washing equipment- Suspension support systems and anchorage in commercial and multi-family residential buildings**
9. **Post-tentioned slabs**
10. **MEP seismic support**

### Proposed Additional Deferred Submittal Items-

#### Declaration by Architect / Engineer

I, the design professional in responsible charge for this project, have read and agree to comply with the terms and conditions of this agreement.

Signature	Date
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**\*DEFERRED SUBMITTAL ITEMS MUST BE SUBMITTED TO THE CITY FOR REVIEW WITHIN 30 DAYS OF PERMIT ISSUANCE.\***