



**DEVELOPMENT SERVICES DEPARTMENT
POLICY**

POLICY NAME:	Requesting Deferred Submittals		
DIVISION/SECTION:	Building Code	CONTACT:	Jessie Sanders
POLICY TYPE:	Internal/External	EMERGENCY?	No

POLICY:

1. The registered design professional shall submit a request in writing to the Building Official, specifying what items are being deferred, along with the date that the deferred documents will be submitted. The deferred submittal documents must be submitted within 180 days of the date that the permit is issued.
2. Once the Building Official approves the deferred submittal, an additional plan review fee will be due and payable at the time of the original submittal for the building plan review.
3. DSD will stamp a deferred submittal notice on the approved plans showing all items being deferred. The notice shall also state that deferred submittal items are not to be installed until the design and submittal documents have been approved by the Building Official.
4. A notice will be placed on the L/H/N screen for the assigned activity number indicating that a deferred submittal is associated with this project.
5. Field inspectors will advise job superintendents that if deferred submittal items are installed prior to approval by the Building Official, a HOLD will be placed in Permits Plus and no further inspection will take place until the deferred submittal is approved.

DIRECTOR APPROVAL:

Date 10-15-08

For Ernie Duarte

CFT use only	EMT Review Date:	July 1, 2008	
EMT Approval Date:	August 1, 2008	Posting Date:	September 1, 2008
DSD Policy Number:	2008-08 (E)	Effective Date:	September 1, 2008