



# WASHINGTON COUNTY BUILDING SERVICES DEFERRED SUBMITTAL REQUIREMENTS & AGREEMENT

## DEFERRED SUBMITTAL PROCEDURES:

1. The Building Permit application must include a **signed copy of this Agreement with a list of deferred submittal items**. The list must also be on the front sheet of the plan set.
2. One or more components of the design may be deferred provided the following conditions are met:
  - Components are standalone and have minimal impact on the design or function of other building components; e.g. roof trusses, sprinkler, fire alarm, etc.
  - Components that substantially impact other building components must be combined with the affected components and submitted as a complete system.
3. Approval as a deferred submittal must be obtained for:
  - Items listed in this Agreement and on the front sheet of the plan set.
  - Items not included in an existing permit whether or not listed in this Agreement or on the front sheet of the plan set.
  - Separate permits, e.g. sprinkler, fire alarm, generators, underground fire lines, kitchen hoods, fire suppression systems, vendor installed equipment, retaining walls, etc.

## DEFERRED DOCUMENTS SUBMITTAL REQUIREMENTS:

1. Project and permit Numbers are to be on the front sheet of each component of a deferral submittal.
2. At the time of submission deferred submittals must bear the approval of the design professional in responsible charge noting that the submittal meets all applicable codes and has been reviewed and found *without exceptions or corrections* to be in general conformance to the design of the building. The approval shall be signed wet stamp on the cover sheet of the drawings and/or calculations or a cover letter.
3. The submittal shall include a summary of all applicable codes and include drawings, engineering calculations, product “cut-sheets” and other information necessary to demonstrate code compliance.

## DEFERRED SUBMITTAL REVIEW TIMEFRAME:

1. Plans must be submitted a minimum of ten (10) working days prior to installation, to provide sufficient time for the plan review and approval process. *The ten day review period start when the submittal is deemed complete.*
2. **Components and systems covered by deferred submittals MUST NOT BE INSTALLED prior to approval by Building Services.**
3. The Site Copy of an approved deferred submittal must be on site at the time of installation.

**I certify that I have read the above document and agree to follow the deferral process as outlined.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Washington County Project #:** \_\_\_\_\_ **Primary building permit #:** \_\_\_\_\_

**Description/Scope of work:** \_\_\_\_\_

*Attach list for deferred submittal items*

Updated 07/16/2020

Items which may be deferred include, but are not limited to the following: *Check all that apply and include the total valuation for each deferred item*

✓	Deferred Item	Valuation	✓	Deferred Item	Valuation
	Acoustical ceiling suspension system			Pre-cast concrete structural members or panels	
	Auxiliary power systems			Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs	
	Awnings			Prefabricated wall panels	
	Bleachers			Pre-stressed concrete structural members or panels	
	Carports			Raised floor systems	
	Curtain wall systems			Shelving systems and steel storage racks	
	Electrical system			Signs	
	Emergency call system			Skylights	
	Exit illumination			Smoke and heat vents	
	Fire alarm system			Specialty retaining walls	
	Fire sprinkler			Stone veneer	
	Fire stopping			Terra cotta veneer	
	Fire suppression system			Type I Hood	
	Flag poles			Type II Hood	
	Light poles			Wooden, steel, or composite <b>floor</b> joists	
	Glass guardrails			Wood, steel, or composite <b>roof</b> trusses	
	Glazing systems			<b>Seismic bracing</b> for permanently installed <b>HVAC</b> and mechanical equipment	
	HVAC system			<b>Seismic bracing</b> for permanently installed <b>electrical</b> equipment	
	Intercom system			<b>Seismic bracing</b> for permanently installed <b>plumbing</b> equipment	
	Metal guard rails and handrails			Roofing systems	
	Plumbing system			Other	
	Post-tensioned concrete structural members or panels			Other	

**I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date