



Deferred Submittals Requirements

A deferred submittal refers to those portions of a design that are not submitted at the time of the building permit application and which are designed by a third party other than the project's registered design professional (examples include metal stairs, curtain walls, raised floors, library shelving, etc.) A deferred submittal may require a separate permit other than the main building permit and must be accompanied by its own permit application (examples include mechanical, fire sprinklers, fire alarms, etc.)

Deferred Submittals must include:

- A copy of this application
- Two (2) sets of plans
- Two (2) sets of product information, installation instructions and cut sheets
- Two (2) sets of stamped engineered calculations by a current Oregon Engineer, if applicable. One set must be wet stamped.

The Oregon Structural Specialty Code requires that deferred submittal documents go to the project's "registered design professional in responsible charge" (architect or engineer) prior to submission to the County. The registered design professional in responsible charge is to review, sign and stamp the documents 'no exception taken' indicating that the design has been reviewed and found to be in general conformance to the design of the building.

Contact Information:

Contact Name: _____ Project Name: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Project #: _____ Issued main building permit #: _____

Deferred Item Name: _____

Description/Scope of work: _____

Fees:

Deferred submittal fees are collected in addition to the standard building review fee paid on the main building permit at issuance. These fees cover the cost of the additional processing and review time associated with the design build element. If an item is not originally listed on the deferred submittal list at time of submittal or it requires its own permit additional fees will be charged.

Submit your plans in person to:

Washington County Department of Land Use & Transportation
Planning and Development Services Division | Building Services
155 N First Avenue, Suite 350 MS12 | Hillsboro, OR 97124
503-846-3470 main | 503-846-3993 fax | lutbldg@co.washington.or.us email
8:00 am – 4:00 pm, Monday – Thursday | www.co.washington.or.us/lut