



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.
4. **A flat fee of \$273 will be assessed for each deferred submittal. If a deferred submittal is submitted in multiple applications, the fee will be charged for each application.**

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

Items which may be deferred include, but are not limited to the following:

<input type="checkbox"/> Deferred Item	Date	<input type="checkbox"/> Deferred Item	Date
1. Acoustical ceiling suspension system		23. Pre-cast concrete structural members or panels	
2. Auxiliary power systems		24. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs	
3. Awnings		25. Prefabricated wall panels	
4. Bleachers		26. Pre-stressed concrete structural members or panels	
5. Carports		27. Raised floor systems	
6. Curtain wall systems		28. Shelving systems and steel storage racks	
7. Electrical system		29. Signs	
8. Emergency call system		30. Skylights	
9. Exit illumination		31. Smoke and heat vents	
10. Fire alarm system		32. Specialty retaining walls	
11. Fire sprinkler		33. Stone veneer	
12. Fire stopping		34. Terra cotta veneer	
13. Fire suppression system		35. Type I Hood	
14. Flag poles		36. Type II Hood	
15. Light poles		37. Wooden, steel, or composite floor joists	
16. Glass guardrails		38. Wood, steel, or composite roof trusses	
17. Glazing systems		39. Seismic bracing for permanently installed HVAC and mechanical equipment	
18. HVAC system		40. Seismic bracing for permanently installed electrical equipment	
19. Intercom system		41. Seismic bracing for permanently installed plumbing equipment	
20. Metal guard rails and handrails		42. Roofing systems	
21. Plumbing system		43. Other	
22. Post-tensioned concrete structural members or panels		44. 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