

	STANDARD OPERATING POLICY AND PROCEDURE Development & Infrastructure Services	Number: 1-15
Subject: Deferred Submittals		Approval Date: May 9, 2007
Approval: Suzanne Smith, Building Official		Effective Date: May 9, 2007

1.0 PURPOSE

Provide the requirements and process for deferred submittals

2.0 DISTRIBUTION

Public, DIS personnel

3.0 REVISION HISTORY

4.0 CODE REFERENCE

2006 IBC, Section 106.3.4.2

5.0 POLICY

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified time. All deferred submittals shall be listed on the cover sheet of the construction documents. Submittals that could have an effect on the structural foundation, or under slab utilities of a structure, are not permitted to be deferred.

The registered architect / engineer of record, as applicable, shall review and approve all required deferred submittals prior to submission to the Town. Approval may be denoted by use of a review stamp, marked approved with no exceptions, or by providing a cover letter with seal. All deferred submittals are required to be approved by the Town prior to installation. Deferred items are processed as a revision to the plans and the fee is assessed at an hourly rate.

A Stop Work order shall be issued and double fees shall be assessed for deferred submittal items that are installed prior to receiving the Town's approval. The inspector may use their discretion to stop all work or the work specifically affected by the installation of non-approved deferral items.

Deferred submittal items are **not** allowed for Tenant / Landlord Improvements. Plans for Tenant / Landlord Improvements will not be accepted for review when there are outstanding deferred submittal items for the shell building.

Typical Items Allowed as Deferred Submittals:

Residential

- Roof framing components, such as trusses or I-Joists
- Fire sprinklers

Commercial (full building or building shell only)

- Roof framing components such as I-Joist, bar joist and trusses
- Fire suppression systems
- Fire alarm systems
- Kitchen (type I or II) hoods
- Storage racking systems