

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community Development and Public Works	<b>Number:</b>  <b>1-15</b>
<b>Subject: Deferred Submittals</b>		<b>Approval Date:</b> May 9, 2007
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> May 9, 2007

**1.0 PURPOSE**

Provide the requirements and process for deferred submittals

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

August, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), Section 107.3.4.1

**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. Construction elements that may affect the structural foundation, or any utilities located under a floor slab may not be deferred.

The registered architect / engineer of record, as applicable, shall review and approve all required deferred submittals prior to application for review to the Town. Approval of the intent of design may be denoted by use of a review stamp, marked approved with no exceptions, or by providing a cover letter with seal. Deferred submittals shall be approved by CDPW staff prior to installation. Deferred items are processed as a revision to the plans and associated hourly fees shall be assessed and paid at the time the submittal is made.

A Stop Work order may be issued and double fees assessed for deferred items that are installed prior to approval by plan review staff. Building inspectors may use their discretion to stop work in whole or in part based on how the unapproved deferred item(s) impact construction.

Deferred submittal items shall not be allowed for Tenant / Landlord Improvements. Plans for Tenant / Landlord Improvements shall not be accepted for review when there are elements identified to be deferred for a shell building that is under construction when application for the Tenant / Landlord Improvement is made.

Typical Items Allowed as Deferred Submittals:

Residential:

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

Commercial (not including tenant improvements):

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