



DEFERRED SUBMITTALS

PROCEDURES FOR THE DEFERRED SUBMITTAL

- **A complete list of submittals to be deferred is required at the time of the Building Permit application.**
- **A statement of design criteria and assumptions for each of the listed deferred submittals.**
- **A time schedule for the deferred submittals.**

PLUMBING DEFERRAL PRE-REQUISITES

- **Drawings submitted for the original building permit shall depict accurately all plumbing fixtures.** Sewer fees are assessed with the Building Permit.

SUBMITTAL OF DEFERRED DOCUMENTS

- **Each deferred submittal shall bear the approval of the design professional in responsible charge.** Notation shall be included that the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
- **Mechanical and Electrical deferred submittals shall include ENERGY CODE COMPLIANCE FORMS.**
- **Each deferred submittal shall include the design professional's FIRE AND LIFE SAFETY SUMMARY.**

REVIEW OF THE DEFERRED SUBMITTAL

- **The review period shall be three weeks upon receipt of the approved deferred submittal.**

**CITY OF HILLSBORO BUILDING DEPARTMENT
DEFERRED SUBMITTAL PROCEDURES**

The purpose of this document is to provide the applicant and the City of Hillsboro with the information required for a deferred submittal.

1. Check each submittal item that you are deferring on the checklist and provide the valuation of each deferred submittal item and an estimated time of submittal for each item.
2. As the deferred item documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the architect or engineer of record. The drawings must have a notation indicating that the deferred submittal documents have been reviewed by the architect or engineer of record and that they have been found to be in general conformance with the design of the building. IBC 107.3.4.2
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order will be issued if unapproved work proceeds.
4. Additional fees will be charged for deferred items. \$250.00 fee plus 10% of the permit fee for each deferred submittal, based on valuation provided below, with a minimum fee of \$300.00.

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

<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date	<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date
	1. Acoustical ceiling suspension system				19. Plumbing system		
	2. Auxiliary power systems				20. Post-tensioned concrete structural members or panels.		
	3. Awnings				21. Pre-cast concrete structural members or panels		
	4. Bleachers				22. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.		
	5. Carports				23. Prefabricated wall panel		
	6. Curtain wall systems				24. Ore-stressed concrete structural members or panels		
	7. Electrical system				25. Raised floor systems		
	8. Emergency call system				26. Shelving systems and steel storage racks		
	9. Exit Illumination				27. Signs		
	10. Fire alarm system				28. Skylights		
	11. Fire sprinkler				29. Smoke and heat vents		
	12. Fire stopping				30. Specialty retaining walls		
	13. Glass guardrails				31. Stone veneer		
	14. Glazing systems				32. Terra cotta veneer		
	15. HVAC system				33. Wooden, steel, or composite floor or roof trusses		
	16. Intercom system				34. Works of art		
	17. Irrigation system				35.		
	18. Metal guardrails and handrails				36.		

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