



WASHINGTON COUNTY BUILDING SERVICES DEFERRED SUBMITTAL REQUIREMENTS AND AGREEMENT

DEFERRED SUBMITTAL PROCEDURES

1. The Building Permit application must include a **signed copy of this Agreement with a list of deferred submittal items, including the estimated cost of each item.** 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., 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. Additional deferral fees may be charged for deferred items not listed on this form.

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 TIME FRAME

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 10-day review period starts 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 and agree to the deferral process as outlined.	
SIGNATURE	DATE
WASHINGTON COUNTY PROJECT NO.	PRIMARY BUILDING PERMIT NO.
DESCRIPTION/SCOPE OF WORK	

Attach list for deferred submittal items.

Department of Land Use & Transportation | Planning and Development Services Division | Building Services
155 N. First Ave, Suite 350, MS-12, Hillsboro OR 97124-3072, 503-846-3470

**Check all that apply and include the total valuation for each deferred item.
Deferred items to be approved at the discretion of Washington County.
 If there are no deferred items for this project, initial the statement below.**

Deferred Item	Valuation
Acoustical ceiling suspension system	
Auxiliary power systems	
Bleachers	
Curtain wall systems	
Electrical system	NA
Emergency call system	
Exit illumination	
Fire alarm system	
Fire line	
Fire sprinkler	
Fire stopping	
Fire suppression system	
Glass guardrails	
Glazing systems	
HVAC system	
Intercom system	
Metal guard rails and handrails	
Plumbing system	NA
Prefabricated stair units to include steel, aluminum or precast concrete stairs	

Deferred Item	Valuation
Shelving systems and steel storage racks	
Signs	
Type I hood	
Type II hood	
Seismic bracing for permanently installed HVAC and mechanical equipment	
Seismic bracing for permanently installed electrical equipment	
Seismic bracing for permanently installed plumbing equipment	
Other:	
Other:	
Other:	
Other:	
Other:	

_____ By initialing here, I certify that there are no deferred items for this project.

Incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.