



## Deferred Submittals

A deferred submittal refers to those portions of a design that are not submitted at the time of the building permit application and which are designed by a third party other than the project's registered design professional (examples include metal stairs, curtain walls, raised floors, library shelving, etc.) A deferred submittal may require a separate permit other than the main building permit and must be accompanied by its own permit application (examples include mechanical, fire sprinklers, fire alarms, etc.)

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### Deferred Submittal Requirements

Email this application to [LUTBldg@co.washington.or.us](mailto:LUTBldg@co.washington.or.us). Once set up, the contact person will receive an email to upload their plans. Please make sure to include the following items and that they are uploaded according to our submittal requirements.

#### Drawings Folder:

- 1 set of plans uploaded as single pages, in landscape format, and labeled in sequential order starting with 001, 002, 003,... etc. and have page title.
- If the deferred submittal includes exterior elements, plan views and elevations identifying the location(s) as approved by the Architect and Engineer of Record must be submitted.

#### Documents Folder

- Product information Packet
- Calculations or engineering by an Oregon Engineer, if applicable.

Per the current **Oregon Structural Specialty Code**, documents for deferred submittal items shall be submitted to the project's "registered design professional in responsible charge" who must review them and must sign and stamp that they've reviewed, take no exception to this design and this component is in conformance with the design concept of the project

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### Contact Information:

Project Number: \_\_\_\_\_ Deferred Permit Number: \_\_\_\_\_

Valuation: \_\_\_\_\_ Issued main building permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Deferred Item Name: \_\_\_\_\_

Description/Scope of work: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Fees:

Deferred submittal fees are collected in addition to the standard building review fee paid on the main building permit at issuance. These fees cover the cost of the additional processing and review time associated with the design build element. If an item is not originally listed on the deferred submittal list at time of submittal or it requires its own permit additional fees will be charged.