



WASHINGTON COUNTY BUILDING SERVICES DEFERRED SUBMITTAL REQUIREMENTS & 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 TIMEFRAME:

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 ten day review period start 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 #: _____ Primary building permit #: _____

Description/Scope of work: _____

[Click here to attach list for deferred submittal items](#)

Department of Land Use & Transportation | Planning and Development Services Division | Building Services

155 N First Avenue, Suite 350-12, 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 Co.
 If there are no deferred items for this project, initial the statement below.**

Deferred Item	Valuation	Deferred Item	Valuation
Acoustical ceiling suspension system		Metal guardrails and handrails	
Auxiliary power systems		Plumbing system	N/A
Bleachers		Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs	
Curtain wall systems		Shelving systems and steel storage racks	
Electrical system		Signs	
Emergency call system		Type I Hood	
Exit illumination	N/A	Type II Hood	
Fire alarm system		Seismic bracing for permanently installed HVAC and mechanical equipment	
Fire Line		Seismic bracing for permanently installed electrical equipment	
Fire sprinkler		Seismic bracing for permanently installed plumbing equipment	
Fire suppression system		Other	
Glass guardrails		Other	
Glazing systems		Other	
HVAC system		Other	
Intercom system		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.