# CITY OF CITRUS HEIGHTS

**BUILDING & SAFETY DIVISION**

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## Policy for Deferred Submittals

***Purpose:***

To establish a consistent procedure for in-take, review, and issuance of deferred submittals.

***Definition:***

**CBC Chapter 2, Section 202 Deferred Submittal.** "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 period."

***Code Section:***

**CBC Section 107.3.4.1 Deferred Submittals.** "Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official"

***Background:***

Deferred submittal items are typically submitted after the permit for the building has been issued. This allows the plans to be reviewed, and possibly the permit to be issued and the construction phase to begin while certain, non-essential items are still being designed. These items are usually limited in their scope, and don't have an immediate impact to the first phases of construction.

Examples of deferred submittals are calculations and drawings for trusses, suspended panels, certain equipment, etc. Deferred submittals, although not *specifically* called out in the Residential Code, can also be used on residential project per this policy.

***Policy:***

1. Deferral of any submittal items shall have prior approval of the Plans Examiner or the Chief Building Official. (CBC Section 107.3.4.1.) See code section above.

2. The architect or engineer of record shall list the desired deferred submittal items on the plans. During the first round of plan review, the plans examiner shall verify compliance with this requirement and determine if the listed item(s) may be deferred. They will then stamp the plans with the "Deferred Submittal" stamp indicating the deferred submittal items. A note will be placed in the permit system, about the deferred submittal(s), preventing final inspections from being scheduled.

3. Prior to submittal of the deferred items to the Building & Safety Division, two sets of plans and calculations for the deferred submittal items shall be submitted to the "registered design professional in responsible charge" who shall review them and indicate, in writing, that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. (CBC Section 107.3.4.1.)

4. A Permit Technician will take in the deferred submittals as a plan change to the original permit (CH01, CH02, etc.) with a note in the computer indicating that the plan change is a deferred submittal. Plans should be labeled as a deferred submittal. A processing fee of $75 will be assessed at the time of submittal.

5. The plan review fees for deferred submittals will be based on the number of hours spent by the plans examiner(s). If sent to a consultant plans examiner, the fee will be based on the actual time spent multiplied by the hourly rate of the plans examiner.

6. The deferred submittal items shall not be installed until the plan change is approved and issued by the Building & Safety Division for the deferred item(s). (CBC Section 107.3.4.1.)

***Note:*** *For residential trusses, the deferred submittals may be forwarded directly to the Senior Building Inspector in the field for his/her review and approval. When approved, the Senior Building Inspector shall initial both sets and forward the office set to the appropriate Permit Technician for placement in the office file.*

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