



# Deferred or Phased Elements Request

Bulletin 20

*Division of Building, Safety, and Inspection for 2015 International Codes*

**Commercial Building Permit Application Number(s):** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

The purpose of this form is to assist the applicant in meeting the requirements for a complete application. One of the elements of a complete application is a complete set of construction drawings for the building. When part of the building construction set of plans is missing, arrangements must be made to coordinate the receipt of the late drawings and related documents.

Plans shall include: specifications, code analysis, statement of use, engineering calculations, diagrams, soil investigation reports, hazardous materials inventory statement (HMIS), special inspection and structural observation programs, deferred submittal information, and architect/engineer stamp. A base plan work sheet, mechanical drawings, plumbing drawings, fire protection drawings, and energy code compliance information shall also be included with the construction drawings.

Site plans shall include, but not be limited to, the following: a vicinity map, all buildings on the same site, access drives, emergency vehicle access, landscaping, on-site septic drain field location, parking, all setbacks from buildings and lot lines, hydrant location, and grading contours if lot slope is 15% or greater.

Items that can be deferred are listed below. Check the item(s) specific to this request:

- |   |   |
|---|---|
| <input type="checkbox"/> Fire Suppression Plans | <input type="checkbox"/> Plumbing Plans   |
| <input type="checkbox"/> Alarm Plans            | <input type="checkbox"/> Mechanical Plans |

Items that can be deferred with prior approval, which is normally the result of a Building and Fire Code meeting, are listed below. Check the item(s) specific to this request:

- Design-Build Process
- Deferring items on a Tenant Improvement application.

On projects where an architect or engineer is not required **and with the approval of the Building Official**, the owner may designate a representative for the project.

**Architect, Engineer, or Designee of Record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Conditions:**

1. Using this process requires an additional plan review fee. For all occupancies other than Group R, Division 3 and Group U occupancies when the project involves deferred submittal items as defined in Section 106.3.4.2 **will be fee at 100 percent of the building permit fee as shown in Table 17C.10-1-A.**
2. For all occupancies other than Group R, Division 3 and Group U occupancies, when submittal documents submitted in phases to accommodate a **design build process will be fee at 150 percent of the building permit fee as shown in Table 17C.10-1-A.**
3. Documents and/or plans for the deferred/phased elements shall be submitted to the architect or engineer of record who shall review them and forward them to the Building Official.
4. The architect or engineer of record shall provide documentation indicating that the deferred/phased documents and/or plans have been reviewed and have been found to be in general conformance with the design of the building.
5. The deferred items shall not be installed until their design and documentation have been approved by the **building official.**
6. The building permit will NOT be issued until the deferred items have been submitted for review and the associated permit(s) applied for.