



DEFERRED SUBMITTAL REQUEST FORM

PERMIT NUMBER: _____ PERMIT ISSUE DATE: _____

PROJECT ADDRESS: _____

DEFERRED SUBMITTAL REQUEST ITEMS:

1) _____

2) _____

3) _____

We acknowledge and understand that if accepted, the deferred submittal construction documents for the project listed above must be made within sixty (60) days from the date the building permit was issued. Deferred submittal construction documents shall be submitted for review and approved by the Building Official prior to fabrication and installation.

We further acknowledge and understand that if the deferred submittal construction documents are not made to the Community Development Department within (60) days of the issuance of the building permit listed above, all work on the above project will be stopped until the deferred submittal items are received. A separate fee based on time and materials will be charged for the review of the deferred submittal items.

Construction documents for deferred submittal items shall be submitted to the Design Professional (registered design professional in responsible charge) who after reviewing the documents shall forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in substantial conformance with the design of the building. The contact person shall be responsible for coordination of the deferred submittal items.

Deferred Submittal Requested By: _____ Date: _____

(Print)

(Signature)

Property Owner: _____ Date: _____

Contractor: _____ Date: _____

Design Professional: _____ Date: _____

Contact Person: _____ Phone Number: _____

Deferred Submittal Approval By:

Building Official: _____ Date: _____