

Deferred Submittals

INFORMATION BULLETIN

188

May 2025

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IN THIS BULLETIN:

- [General](#)
- [Submittal Requirements](#)
- [Fees](#)
- [Table 1 -Deferred Submittal List](#)

The purpose of this bulletin is to establish procedures for deferred submittal. Deferred submittals are defined as 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.

I. General

Deferral of any submittal items shall have the prior approval of the building official. The architect or engineer of record in responsible charge shall list the deferred submittals on the construction documents for review. [Table 1](#) in this bulletin lists the items that can be deferred. For a specific building component not listed in Table 1, a request may be made to the building official. Please be advised that a historic review may be required, depending on whether the building is designated as historic, located in a designated historic district, or determined to be potentially historic.

II. Submittal Requirements

See below for submittal requirements for deferred submittals.

- Deferred submittal items cannot be submitted until the building permit is issued, excluding fire alarm and fire sprinkler deferred submittals. If it is desired to submit deferred submittal items before the building permit is issued, these items should be added to the scope of the building permit. Then, the deferred submittal items will no longer be deferred and will be a part of the building permit instead.
- Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
- Deferred submittal items (plans, specifications, structural calculations, reports, etc.) shall be digitally submitted (uploaded) on our [website](#). Submit not less than 30 business days prior to installation.
- The deferred submittal items shall not be installed until the building official has approved the deferred submittal documents. The deferred submittals shall be in accordance with the building codes under which the structure was permitted.
- Review the [requirements for submitting digital plans and documents PDF](#).

III. Fees

The following fees must be paid prior to review, unless otherwise indicated below. For your convenience, the Development Services Department (DSD) offers online payments through your [Online Permitting Account](#). Payments may be made in person at the DSD.



Plan check fees and some administrative fees are non-refundable, but inspection fees may be refundable. For additional refund information, see the Refund Policy noted within [Refund Application Form DS-721](#).

Deferred Submittal Processing.....\$329.26

Table 1-Deferred Submittal List

Deferred Submittal Item	Building Type
1. Building exterior envelope (i.e. storefronts, exterior cladding, curtain walls, windows)	Commercial and multi-family residential buildings
2. Elevator support rail	Commercial and multi-family residential buildings
3. Fire alarm system	All building types
4. Fire sprinkler system	All building types
5. Guards	Commercial and multi-family residential buildings
6. Metal stairs (structural frame, handrails, guards)	Commercial and multi-family residential buildings
7. Precast concrete vault	Commercial and multi-family residential buildings
8. Raised floor system	Commercial and multi-family residential buildings
9. Skylights (custom designed and pre-manufactured)	Commercial and multi-family residential buildings
10. Trusses (floor, roof) ¹	All building types
11. Walk-in cooler (pre-manufactured)	Commercial buildings
12. Window washing equipment – Suspension support system	Commercial and multi-family residential buildings
13. Window washing equipment anchorage	Commercial and multi-family residential buildings
14. Solar photovoltaic system ²	Single-family, duplex and multi-family residential buildings

Footnotes:

- A floor/roof framing plan shall be provided showing the layout of trusses. The floor/roof framing plan shall include all pertinent structural engineering information, including, but not limited to, the design dead load, live load, concentrated point loads, chord/drag forces, and the location of girder trusses, among other relevant details. The floor/roof framing plan shall bear the project design professional of record's registration stamp, signature, and date.
- Where solar photovoltaic systems are required for residential buildings, the solar photovoltaic systems can be deferred. For optional systems, the solar photovoltaic system shall be a separate, stand-alone permit.