



DEFERRED SUBMITTALS

REQUIRED DOCUMENTS FOR DEFERRED SUBMITTALS

- **A complete list of submittals to be deferred is required at the time of the Building Permit application. This deferred submittal checklist should be attached to the permit application if any portion of work will be submitted for review at a later date (email checklists and applications to permits@hillsboro-oregon.gov). All deferred submittals should be listed on the building permit constructions documents submitted for review.**

SUBMITTAL OF DEFERRED DOCUMENTS

- **Each deferred submittal shall include the approval of the design professional in responsible charge.** Notation shall indicate that the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building. Deferred submittals shall be listed on the construction documents submitted for review.
- **Mechanical and Electrical deferred submittals shall include ENERGY CODE COMPLIANCE FORMS when applicable.**

PLUMBING DEFERRAL PREREQUISITES

- **Drawings submitted for the building permit should accurately depict all plumbing fixtures.** Sewer fees are assessed during the initial review of the building permit plans and are collected by the Building Department at issuance.

DEFERRED SUBMITTAL REVIEW TIME

- **Upon submittal the review period will be 14 calendar days for initial comments. Revisions will be reviewed within seven days of submittal.**

**CITY OF HILLSBORO BUILDING DEPARTMENT
DEFERRED SUBMITTAL PROCEDURES**

The purpose of this document is to provide the applicant and the City of Hillsboro with the information required for a deferred submittal.

1. Check each submittal item that you are deferring on the checklist and provide the valuation of each deferred submittal item.
2. As the deferred item documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the architect or engineer of record. The drawings must have a notation indicating that the deferred submittal documents have been reviewed by the architect or engineer of record and that they have been found to be in general conformance with the design of the building. OSSC 107.3.4.2
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order will be issued if unapproved work proceeds.
4. Additional fees will be charged for deferred items. \$250.00 fee plus 10% of the permit fee for each deferred submittal, based on valuation provided below, with a minimum fee of \$300.00.
5. Items **highlighted in green** require separate permits.

Items which may be deferred include, but are not limited to the following:

<input checked="" type="checkbox"/>	Deferred Item	Valuation	<input checked="" type="checkbox"/>	Deferred Item	Valuation
	1. Acoustical ceiling suspension system			19. Plumbing system*	
	2. Auxiliary power systems			20. Post-tensioned concrete structural members or panels.	
	3. Awnings			21. Pre-cast concrete structural members or panels	
	4. Bleachers			22. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs	
	5. Carports			23. Prefabricated wall panel	
	6. Curtain wall systems			24. Ore-stressed concrete structural members or panels	
	7. Electrical system*			25. Raised floor systems	
	8. Emergency call system (DAS)			26. Shelving systems and steel storage racks	
	9. Exit Illumination			27. Signs*	
	10. Fire alarm system**			28. Skylights	
	11. Fire sprinkler**			29. Smoke and heat vents	
	12. Fire stopping			30. Specialty retaining walls	
	13. Glass guardrails			31. Stone veneer	
	14. Glazing systems			32. Terra cotta veneer	
	15. HVAC system**			33. Wooden, steel, or composite floor or roof trusses	
	16. Intercom system			34. Works of art	
	18. Metal guardrails and handrails			35. Other:	

* Exempt from deferral fee ** Exempt from deferral fee only if affidavit is presumed

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

Applicant Signature

Date

Print Name