

Check here if not applicable and no items apply

Deferred Submittal Agreement



**City of Wilsonville
Building Division**
29799 SW Town Center Loop E
Wilsonville, OR 97070
503.682.4960
www.ci.wilsonville.or.us/Building

Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved. Wilsonville Building Division Policy BPP 111 provides the procedures for accepting projects with deferred submittals. This form is a deferred submittal agreement for the following project:

Project Name: _____ Permit Number: _____

Project Address: _____

Applicant: _____ Phone: _____

E-Mail: _____

Guidelines:

1. **Approval** - Each deferred submittal shall bear the approval of the design professional in responsible charge (DPRC). Notation shall be included that indicates the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
2. **List** - The back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** - In accordance with OAR 918-050, a deferred submittal plan review fee will be added when the deferred submittal is submitted for review and approval. The fee will be calculated based on the valuation of each deferred submittal.
4. **Timelines** - Every attempt will be made to provide timely reviews within 5 - 10 business days.
5. **Work Without a Permit** - Work that is constructed without having been reviewed and approved by both the DPRC and the Building Division will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties identified in Wilsonville Municipal code.

ACKNOWLEDGMENTS:

Owner Name (Printed)

Owner Signature

General Contractor Name (Printed)

GC Signature

Design Professional in Responsible Charge (Printed)

DPRC Signature

Wilsonville Plans Examiner Acceptance: _____

Project Name: _____ Permit Number: _____

T	Deferred Submittal Permit Type	Date	T	Deferred Submittal Permit Type	Date
	1. Acoustical ceiling suspension system			19. Pre-cast concrete structural members or panels	
	2. Auxiliary power systems			20. Prefabricated wall panel	
	3. Awnings			21. Pre-stressed concrete structural members or panels	
	4. Bleachers			22. Raised floor systems	
	5. Carports			23. Stone veneer	
	6. Curtain wall systems			24. Terra cotta veneer	
	7. Wooden, steel, or composite floor or roof trusses			25. Works of art	
	8. Emergency call system				
	9. Exit Illumination			Deferred Submittal - Trade Permit Type	
	10. Fire stopping			1. Fire alarm system	
	11. Glass guardrails			2. Fire sprinkler	
	12. Glazing systems			3. HVAC system	
	13. Intercom system			4. Plumbing system	
	14. Metal guardrails and handrails			5. Shelving systems and steel storage racks	
	15. Post-tensioned concrete structural members or panels			6. Signs	
	16. Skylights			7.	
	17. Smoke and heat vents			8.	
	18. Specialty retaining walls			9.	

Valuation - Each deferred submittal item shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials.

Work without a Permit - Work that is constructed without having been reviewed and approved by both the Design Professional in Responsible Charge and Building staff, will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties prescribed in Wilsonville Municipal Code.