

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 Item	Date	T	Deferred Item	Date
	1. Acoustical ceiling suspension system			19. Post-tensioned concrete structural members or panels	
	2. Auxiliary power systems			20. Pre-cast concrete structural members or panels	
	3. Awnings			21. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.	
	4. Bleachers			22. Prefabricated wall panel	
	5. Carports			23. Pre-stressed concrete structural members or panels	
	6. Curtain wall systems			24. Raised floor systems	
	7. Wooden, steel, or composite floor or roof trusses			25. Shelving systems and steel storage racks	
	8. Emergency call system			26. Signs	
	9. Exit Illumination			27. Skylights	
	10. Fire alarm system			28. Smoke and heat vents	
	11. Fire sprinkler			29. Specialty retaining walls	
	12. Fire stopping			30. Stone veneer	
	13. Glass guardrails			31. Terra cotta veneer	
	14. Glazing systems			32. Works of art	
	15. HVAC system			33.	
	16. Intercom system			34.	
	17. Metal guardrails and handrails			35.	
	18. Plumbing system			36.	

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.