



Procedure for Deferred Submittals

Department of Consumer & Business Services

Building Codes Division • Statewide Inspection Services

1535 Edgewater St. NW, Salem, Oregon

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

503-378-4133 • Fax: 503-378-2322 • TTY: 503-373-1358

oregon.gov/bcd

Deferred submittals are appropriate when a portion of the plan for a structure is submitted for review at a later date than the original submission; examples are listed below. Applicants who wish to defer items should contact the appropriate Building Codes Division (BCD) field office or BCD's Salem office.

Pendleton office: 541-276-7814

Coos Bay: 541-266-1098

Salem office: 503-378-6237

PROCEDURE

1. List deferred submittal items on the title or cover sheet of the original plan when the application is made or complete deferred submittal application.
2. Schedule (as needed) a pre-submittal conference to discuss proposed submittal items.
3. During the pre-submittal conference, define the deferred submittal schedule.
4. Ensure that the deferred submittal documents are reviewed and approved by the architect/engineer of record to verify that items comply with the general design of the building, before submitting to BCD for plan approval.
5. Deferred submittal documents and drawings shall be submitted for review and approval by BCD prior to the construction/installation of the deferred item.
6. Fees will be charged for deferred items (see the table below and OAR **918-460-0070**).

ITEMS REQUIRING ADDITIONAL PERMIT AND ADDITIONAL PLAN REVIEW FEES

(This is not an all-inclusive list.)

1. Awnings
2. Bleachers
3. Fire alarm system
4. Fire sprinkler system
5. HVAC system
(Requires mechanical plan review and permit)
6. Shelving systems and steel racks
7. Self-supported signs and signs that have structural impact.
8. Raised floor systems

ITEMS WITH NO ADDITIONAL FEES

1. Exit illumination for complex projects
2. Smoke and heat vents
3. Pre-engineered trusses



Deferred Submittal Form

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JOB INFORMATION

Name:

Address:

City:

State:

ZIP:

PRIMARY CONTACT INFORMATION

Name:

Mailing address:

Email:

City:

State:

ZIP:

Phone:

- -

Fax:

- -

DEFERRED SUBMITTAL INFORMATION

Structure will be used for: (check one) ☐ Commercial ☐ Residential

LIST OF THE DEFERRED SUBMITTALS

Submittal name

Description

1.

2.

3.

4.

5.

6.

LIST OF ENTIRE PROJECT

(Be specific, include size, location, and structure use in your description)

FEES

The fee for administration, processing, and reviewing deferred plan submittals shall be an amount equal to **65 percent** of the building permit fee calculated using the value of the particular deferred portion or portions of the project (**OAR 918-460-0070 and OAR 918-480-0030**).

This fee is *in addition* to the project plan review fee based on total project value.

The permit fee and the plan review fee will be collected when the deferred submittal is submitted for review.