

POLICIES & PROCEDURES



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

Deferred Submittals

BPP 111

Adopted: January, 2019

Last Reviewed: N/A

Next Review: January, 2021

Summary

Provides guidelines for the review and acceptance of deferred submittals for construction projects

Background

Many projects submit plans in pieces through a process using phased development and/or deferred submittals. The 2001 Oregon Legislature adopted SB 530 which mandates that jurisdictions provide a mechanism to allow projects to submit plans based on a phased development and/or deferred submittal process.

Additionally, Oregon Structural Specialty Code Section 107, recognizes the need for allowing projects to proceed using one or both of these processes.

Discussion

Industry changes and a heightened awareness of the cost effect of time delays have led to an increased use of deferred submittals for most major construction projects. Because of this, a design professional is unable / unwilling to submit an entire “complete” set of plans at the time of permit application. The premise of deferred submittals is that a project may be submitted for review with certain elements excluded. A formal agreement is reached between the jurisdiction and the design professional as to what plan elements will be allowed as deferred. Once the agreement is reached, the “Design Professional of Responsible Charge” (DPRC) must review and approve all deferred submittals as being compatible with the design of their structure.

Projects that utilize a deferred submittal approach generally are more complex to review for staff, and much more complex to manage in the field for inspectors. In order for projects to proceed in a timely and predictable manner, the DPRC must be actively engaged and involved in the ongoing project management to ensure submittals are approved before work commences. The agreement intends to inform the DPRC, owner, and contractor about the additional permit costs required by Oregon law and the challenges associated with utilizing a deferred submittal process.

The DPRC must:

- complete the deferred submittal agreement
- coordinate all submittals
- review and reject or approve all submittals

Policy:

1. Each project requesting to use a deferred submittal process must designate a single Design Professional of Responsible Charge. DPRC duties may be reassigned during the course of a project; however, a new deferred submittal agreement must be signed and approved.
2. The Plans Examiner has the authority to accept or reject a proposal for deferred submittals.
3. Each deferred submittal will be assessed a fee (base fee plus a permit fee based on value of deferred item) due at time of the permit application.
4. The deferred submittal agreement will be signed by the DPRC, owner, Plans Examiner, and contractor. The agreement must be completed and signed prior to issuing a permit where deferred submittals are requested.
5. Each deferred submittal must be reviewed and approved by the DPRC prior to submitting to the Building Division for review. The DPRC shall stamp the submittal with a notation indicating the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
6. Construction/Development work covered under the scope of a deferred submittal shall not proceed until the deferred submittal has been reviewed and approved by the DPRC and the Building Division. Work commencing prior to review and approval will be considered as work without a permit. In addition, the person performing work prior to approval may be subject to the penalties of the Wilsonville Municipal Code, and deferred submittal fees will be doubled.
7. Occupancy or final approval shall not be granted on any project where deferred submittal fees are owed. During the process of closing a building permit, the inspector is responsible for double-checking that all deferred submittals have been reviewed and approved.

Deferred Submittal Agreement



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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.

Deferred Submittal Application



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Project Name: _____ Permit Number: _____

Project Address: _____

Applicant: _____ Phone: _____

E-Mail: _____

Valuation of deferred submittal: _____

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.

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 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:

Applicants Signature: _____

Date:

General Contractor Name