

# Deferred Submittal Agreement

(All references are per the 2021 International Building Code)

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**IBC 107.3.4:** The Engineer or Architect in responsible charge is accountable for the review and coordination of all submittal documents designed by others and to ensure they are compatible with the design of the building.

**IBC 107.3.4.1:** Deferred submittal items are those portions of the design that are not submitted at the time of application and have received prior approval from the building official to be deferred. All deferred submittal items must be listed on the approved plans and be placed in a conspicuous location. The process is as follows:

1. Deferred submittal items must first be reviewed by the design professional in responsible charge.
2. The deferred submittal items are then submitted to the city for review. **The Engineer or Architect in responsible charge shall attach a letter** to the submittal stating that the deferred item is in conformance with the design of the structure.
3. Deferred submittal items shall not be installed until approved by the Building Official.

Deferred Submittal Items	
1.	
2.	
3.	
4.	

Deferred submittals shall be submitted to the address provided in the letterhead and the envelope should explicitly state the Project Address and Permit Number associated with the project.

## DECLARATION BY ARCHITECT/ENGINEER

I, the design professional in responsible charge for this project, have read and agree to comply with the terms and conditions of this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Engineer W/S