



## Request for Deferred Submittal

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within 90 days of permit issuance. Please complete this form to request deferred submittal items.

### Section 1: Project Information

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

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

Plan Review (PR) Folder Number: \_\_\_\_\_

### Section 2: Deferred Submittal

Please indicate which Deferred Submittal items are requested by placing a check in the box:

- |  |  |
|--|--|
| <input type="checkbox"/> Awnings   | <input type="checkbox"/> Light gauge metal trusses (shop drawings)                             |
| <input type="checkbox"/> Canopies  | <input type="checkbox"/> Hollow core planks and other precast concrete members (shop drawings) |
| <input type="checkbox"/> Bleachers   | <input type="checkbox"/> Post-tensioned concrete members or panels (shop drawings)             |
| <input type="checkbox"/> Noncombustible Metal Carports   | <input type="checkbox"/> Pre-stressed concrete members or panels (shop drawings)               |
| <input type="checkbox"/> Guardrails and Handrails  | <input type="checkbox"/> Other (requires approval by the Building Official)                    |
| <input type="checkbox"/> Prefabricated stair units including steel, aluminum, or precast concrete stairs | _____  |
| <input type="checkbox"/> Curtain wall systems and storefront systems (shop drawings)                     | _____  |
| <input type="checkbox"/> Wood Trusses and I-joists (shop drawings)                                       |  |

### For Office Use Only

**Deferred Submittals for:**

- Building                       Structural                       Both Building & Structural

## Section 3: Acknowledgments

By signing this form, the Registered Design Professional in Responsible Charge acknowledges and agrees to all of the following statements:

1. **Limitations** - Deferred submittals are limited to standalone, minor elements that have minimal impact on the design or function of other building components. The Registered Design Professional in Responsible Charge shall sign the completed Request for Deferred Submittal Form and submit it with the permit application.
2. **Submittal** – All deferred plans will be submitted no later than 90 days from permit issuance. When submitting the documentation for the deferred items, the Registered Design Professional in Responsible Charge shall provide a signed and sealed statement noting that the submittal meets all applicable codes and has been reviewed and found without exceptions or corrections to be in general conformance with the design of the building. The submittal shall be accompanied with a Commercial Building Application for revision to the original permit(s). Standard revision review times and fees shall apply and be paid at the time of submittal.

The deferred submittals can be submitted in one of two forms:

- a. **Option 1** – Two (2) full-sized sets along with the record set of construction documents recalled from archive. The archive set can be recalled through the Development Assistance Center on the 1st floor of One Texas Center. The deferred documents will be physically attached to the record set.
  - b. **Option 2** – Submit an electronic set of deferred submittal documents through electronic plan review (EPR). This requires an account on Austin Build + Connect (AB+C) web portal. Prior to submitting, you must communicate selection of this option to a Commercial Plan Review Intake Coordinator. The deferred submittals will be electronically attached to the project documents.
3. **Holds on Permit** – The project will have a “Hold” placed on the computer system to identify actions to be accomplished prior to final approval, or issuance of a Certificate of Occupancy (CO). Notes will be added to print on the building permit identifying the deferred submittal items.
  4. **Installation Prohibited** – No deferred submittal items may be installed or erected prior to the construction documents being submitted and approved by the Development Services Department for the deferred items. Installation of deferred items prior to approval may result in a failed inspection.
  5. **Inspections Withheld** – A final inspection cannot be scheduled and CO will not be issued until all deferred items have been reviewed, inspected, and approved.

Name of Company: \_\_\_\_\_

Name of RDPiRC: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_