



Purpose

Following issuance of a building permit, deferred submittals are allowed for a variety of structural elements. Some require additional plan review and are submitted to the review team. If submitted to the review team, plan review fees are collected based on valuation of the deferred part of the project.

Often, however, simple deferred submittals such as roof/floor trusses and joists are reviewed in the field by inspectors. It is the purpose of this procedure to provide a mechanism for fee collection of deferred submittal field review at the time of permit issuance.

Following is the procedure for fee collection on field-reviewed deferred submittals. Default fees are based on one hour for residential and two hours for commercial.

Procedure

1. Plan Reviewer identifies Deferred Submittal(s) to be reviewed by field inspectors in permit scope of work.
2. Plan Reviewer enters appropriate fee code in KIVA Plan Review Fee Calculation screen: DEFSUBFC for commercial, or DEFSUBFR for residential. The fee should be entered under the plan review (LPR_) for commercial projects.
3. Plan Reviewer enters a flag on the permit to notify cashier to collect fee at time of permit issuance. Flag code should be ADD'L FEES. Hold code should be COND-PERM.
4. If the field inspector determines additional deferred submittal items are required, additional fees will be required and entered in KIVA by the field inspector based on valuation of the deferred item.