



### **Purpose**

Upon issuance of a building permit, deferred submittals are allowed for a variety of structural elements. Elevators, escalators and moving walkways are also allowed as deferred items. 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. Plan review fees for deferred submittals that are reviewed in the field are hourly based.

It is the purpose of this procedure to clarify how deferred submittals are processed and to provide a mechanism for fee collection. See the procedure section below for a breakdown of the processing of both office and field reviewed deferred submittals.

### **Procedure**

1. Reviewer identifies deferred submittal(s) to be reviewed and makes the determination if the deferred submittal(s) will be reviewed in the office or the field based on the tables shown on pages 3 & 4.
2. Reviewer edits scope of permit to indicate that deferred submittal(s) are required, specifies the component(s) that will be deferred and clarifies if the review will be in the office or the field by indicating (office or field) next to the deferred component description.
3. Deferred submittals that require an office review will be submitted separately using LPRD as the plan review type and DEFPCRCOMP as the fee code. Deferred submittals for residential projects are all handled in the field but charged as indicated in the next step.
4. Deferred submittals that can be reviewed in the field will be handled by field inspection staff but charged a field review fee on the building permit. No plan review fee will be assessed for elevators, escalators and moving walkways. The office reviewer will enter the fee for field review of the deferred component using the following fee code(s):
  - a. DEFSUBFC for commercial – two (2) hour minimum
  - b. DEFSUBFR for residential – one (1) hour minimum
  - c. Reviewer to add fee comment that specifies what each deferred component is.

Deferred submittals that are a part of a self-certified project are required to be submitted for processing using LDSC as the plan review type and SCDSUBC as the fee code. They will be processed just like an incoming Self Certified project and released to the field after processing through the office. Deferred submittals are subject to the same submittal protocols and audit requirements as the main Self Certified submittal. Please refer to the Self Certification Program Rules & Regulations document for additional information.

### Summary

The intent of the amended 2018 International Building Code, Section 107.3.4.1, <https://www.phoenix.gov/pdd/devcode/buildingcode> is to allow the Planning & Development Department (PDD) to issue a permit for the building so that components to the structure may be designed concurrently with the construction of the building. This code section also describes the procedures concerning the routing of documents; drawings, calculations, etc. for deferred submittal items.

### Guideline

This document shall be used when considering other items not listed to be deferred submittals. IBC Section 107.3.4.1 states that the deferral of any submittal items shall have the prior approval of the Building Official. Therefore, designers should consult with PDD staff when considering elements or systems not specifically identified here as deferred submittal items.

The plans shall include the following note:

**“Plans and specifications for deferred submittal items shall be submitted to the Planning & Development Department after being reviewed for conformance with the building or structure design by the registered design professional in responsible charge and shall have PDD approval prior to erection, construction or installation in the field. The registered design professional in responsible charge shall provide a notation on all deferred documents that acknowledges review of such documents. A separate permit for the installation of a deferred item shall not be required unless specified in this CODE.”**

At completion of fabrication, the approved fabricator shall submit a certificate of compliance to the building official stating the work was performed in accordance with the approved construction documents

**In all cases, deferred submittal documents shall bear a stamp or note from the engineer and architect of record indicating that they have reviewed the documents for general conformance with the design of the building PRIOR to submitting them to the building inspector or the plan reviewer.**

Traditionally, the City of Phoenix Building Inspector at the job site reviews deferred submittal items, except for the items listed below. The building inspector also can require that the deferred submittal documents be logged into PDD as a plan review if he/she believes the documents are too complex, incomplete, **or** do not reflect what is indicated in the approved plans, etc. The building inspector can and should work with the engineer of record in such cases.

PDD will ensure that all deferred submittal items are clearly identified on the plans and that all notes, loads, etc. are included on the plans. These items also shall be included and clearly defined in the description of work on the permit. Unless noted otherwise, all deferred submittals returned to PDD Plan Review shall be logged in as a deferred plan review (LPRD or RPRD) as a “child” of the building plan review for the structure subject to the deferred submittal. Plan review fees shall be based on the valuation of the work deferred, as per the fee schedule. Inspection for compliance shall be under the permit for the building subject to the deferred submittal.

Examples to be used as guidelines for deferred submittal items

<b>Steel or Wood Joist/Girders</b>			
Manufacturers shall be approved fabricators as defined in Section 1704.2.5.1			
<u>Item</u>	<u>Deferrable Yes / No</u>	<u>Notes Information Required on the Plans</u>	<u>Plan Review Required</u>
Designated from a catalogue	Yes	Identify on the plans and details all superimposed live and dead loads to the components that are deferred submittals. Detail all required bearing connections.	Field
Simple span elements subject to additional gravity loads from mechanical units, stairs, etc.	Yes		Field
Cantilevered elements	Yes		Office
Elements that resist or transmit <b>lateral</b> loads	Yes	The Engineer of Record must provide all connection details and identify on the plans all superimposed loads to these elements. The plan reviewer will indicate on the plans which elements to be logged into building safety for review.	Office

<b>Precast Concrete Elements</b>			
Manufacturers shall be approved fabricators as defined in Section 1704.2.5.1			
<u>Item</u>	<u>Deferrable Yes / No</u>	<u>Notes Information Required on the Plans</u>	<u>Office/Field Plan Review Required</u>
Designated from a catalogue	Yes	Identify on the plans and details all superimposed live and dead loads to the components that are deferred submittals. Detail all required bearing connections.	Field
Simple span tees, beams, etc. and columns subject to additional <b>gravity</b> loads from mechanical units, stairs, etc.	Yes		Field
Cantilevered elements	Yes		Office
Elements that resist or transmit <b>lateral</b> loads	Yes	The Engineer of Record must provide all connection details and identify all superimposed loads to these elements on the plans.	Office
Shear Walls	Yes	The Engineer of Record shall provide details for connections (to floor/rood diaphragms, panels, etc.) and include all superimposed loads to the walls on the plans.	Office
Precast Architectural Columns – Columns that support NO loads – Non-load bearing element	Not required	Provide top and bottom connection details.	Field
Precast Architectural Columns that are load bearing	Yes	Same as other precast structural members.	Office

<b>Precast Concrete Elements</b>			
Manufacturers shall be approved fabricators as defined in Section 1704.2.5.1			
<u>Item</u>	<u>Deferrable Yes / No</u>	<u>Notes Information Required on the Plans</u>	<u>Office/Field Plan Review Required</u>
Parking Garages or other buildings where the majority of the structure is precast.  Note: The garage is reviewed as a phase design under Section 107.3.4.1 when all the parking garage structure is precast concrete.	No	The Engineer of Records shall provide calcs to include foundation design as well as the lateral analysis and drawings that indicate design loads to foundations as well as precast elements.	Office
	Reviewed as phase design under Section 107.3.4.1	The Precast Engineer shall provide plans for review by PDD. Submittal shall include the following minimum requirements for plan review: design loads, engineer's seal, approved fabricator, size of members, material specifications, review by Engineer of Record, reinforcing/strands, connection details, calculations, plans and layout drawings and special inspection/observation if required.	
<b>Other Deferrable Elements</b>			
Curtain Wall/Window Walls	Yes	Assumed connection forces shall be identified on the plans for details. Connection details shall be provided in the design drawings but may include the not "alternate connection calculations and details may be provided by the window wall manufacturer." The Architect of Record shall clearly indicate on the plans safety-glazing requirements per 2405 and other applicable code sections.	Office
Alternate Stairs, Canopies, Guardrails, and Awnings	Yes	When manufactured by an approved fabricator, with calculations supporting stair construction showing compliance to applicable code requirements and submitted with shop drawings detailing the stair construction under the seal and signature of an Arizona registrant.	Office
Elevator, Escalator and Moving Walkways	Yes	Two sets of drawings submitted by an approved elevator contractor detailing compliance with codes and the manufacturer's installation requirements	Field – at 438 Building