



Code/Section	2018 IBC 107.3.4.1, 107.3.3
Revision Date:	August 22, 2022
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Purpose

The IBC gives the *building official* the ability to allow some portions of a complete project design to be designed and submitted for approval **after** a building permit is issued. These portions of design are referred to as *deferred submittals*. This document describes what can be a *deferred submittal*, what cannot, and the procedure for these *deferred submittals*.

Required Note

The following note shall be provided on the cover or code analysis sheet of the drawings:
“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’s design by the architectural and structural design firms that are deferring the element and shall have PDD approval prior to fabrication, erection, construction, or installation in the field. The architectural and structural design firms shall provide a notation on all deferred documents that acknowledges review of such documents prior to submitting them to the building inspector or plan reviewer.”

Reviewed Notation Minimum Content

This submittal has been reviewed and found to be in general conformance with the approved construction documents and design of the structure.	
Reviewed by: _____	Reviewer’s Firm: _____
Date: _____	

Relevant definitions

Deferred submittal (IBC definition) – Those portions of a complete design that are not submitted at the time of the application and that are to be submitted to the *building official* within a specified period.

Note 1: *Deferred submittals* are submitted for approval **after** a building permit has been issued.

Note 2: Including *separate submittals* on the *deferred submittal* list is acceptable.

Delegated design - Portions of a complete design that are performed by a *registered design professional* other than the *registered design professional in responsible charge* of that aspect of the project.

Phased approval / Phased submittal – An at-risk permit or permit application that will involve multiple permits or applications for a complete building or structure.

Note: See 2018 IBC Section 107.3.3 for further information.

Separate Submittal - Those portions of a complete design that are not included in the scope of the primary submittal documents and are not covered under the primary permit.

Note: Including *separate submittals* on the *deferred submittal* list is acceptable.

Shell construction – Construction that results in an enclosed space that is otherwise not fully constructed. Not eligible for a certificate of occupancy. A version of a phased submittal.

Note: See [TRT 00324 Valuation Guide, Shell Construction](#)

Procedure

Design

1. The construction drawings identify the project's architectural and structural firms deferring elements and provide their contact information, including phone number, on the cover or code sheet.
2. The cover or code sheet includes an aggregated list of the deferred submittals for the project.
 - 2.1. Elevators are always deferred submittals and are not charged a review fee.
 - 2.2. Including separate submittals on the *deferred submittal* list is acceptable.
3. The cover or code sheet includes the required note above.
4. The structural construction drawings provide:
 - 4.1. Applied nominal (**unfactored**) loads for the design of the deferred structural components with the load type identified (e.g. wind, dead, roof live).
 - 4.2. Reaction nominal (**unfactored**) loads assumed from the deferred components to the structure.
 - 4.3. The location on the supporting structure of the assumed reactions.

Plan Review

5. The plan reviewer verifies the information in steps 1, 2, 3, and 4 is provided.
6. The plan reviewer determines if each deferred component will require office review or field review based on the table and guidelines in this document.
7. The plan reviewer edits the **scope** of the **building permit** to indicate deferred submittals are required, lists the component(s), and specifies how each review will be reviewed and approved by indicating (office) or (field) next to the deferred component.
 - 7.1. All deferred submittals regulated by the IRC shall be reviewed in the field.
8. The plan reviewer enters the fee code for **field** reviewed deferred components only, on the building permit using the following fee code(s):
 - 8.1. DEFSUBFC for commercial field review – two (2) hour minimum

Notes:

1. No plan review fee will be assessed for elevators, escalators and moving walkways.
2. See step 12 for office review fee procedure.

Inspection

9. The Inspector at the job site reviews deferred submittal items after ensuring they have appropriate reviewed stamps, except for the items listed as office review on the building permit.

Note: The building inspector can require that the deferred submittal documents be logged into PDD as a plan review if they believe the documents are too complex, incomplete, or do not reflect what is indicated in the approved plans, etc.

10. The inspector verifies the approved fabricator status of the fabricators and receives the certificate of compliance from the approved fabricators.
11. The inspector receives and reviews the special inspection reports for in-shop inspections of non-approved fabricators.

Office Reviewed Deferred Submittals

12. The applicant logs in the deferred submittal through the project's PDD team leader.
 - 12.1. The deferred submittal is logged in using LPRD as the review type as a child of the original plan review and DEFCPRCOMP as the fee code.
 - 12.2. The plan reviewer conducts the review. If more than 2 hours are spent, then the reviewer adds a new fee code of CPLNCHKHR with the QTY being the number of hours past 2.
 - 12.3. The plan reviewer enters a new TIME-REVIS condition of approval in the C of A tab.
 - 12.4. The plan reviewer clicks C of A Detail and enters the number of hours spent there.

Guidelines for items not listed

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 in the tables or where there are unique circumstances.

Elements could be considered for deferring provided one of the following conditions is met:

- The element is standalone, simple to review, and has minimal impact on the design or function of other building components or systems.
- The element is repetitive secondary framing by approved fabricators. These are typically field reviews. (e.g. steel joists, wood trusses, wood I-joists.)

The deferral of critical items is **not** approved. This includes, but is not limited to:

- The primary structural frame members, other than trusses and truss girders.
- Vertical gravity force resisting members, other than the horizontal framing members identified.
- The lateral force resisting system members, other than members identified.
- Structural connections, other than those identified in the tables.
- Fire-resistance rated assemblies and individual encasement protection.
- Elements whose final layout is not entirely known and could affect the means of egress.

Horizontal Framing Members. (e.g. Steel Joists, Wood Trusses, Precast Tees)			
If deferred, manufacturers shall be approved fabricators as defined in IBC Section 1704.2.5.1			
#	<u>Item</u>	<u>Deferrable</u> Yes / No	<u>Plan Review</u> Type Required
1	Repetitive floor or roof framing elements and truss girders designated from a catalogue	Yes	Field
2	Horizontal elements that resist or transmit lateral loads (e.g. drag truss, moment frame with steel joist girder for the beam). This does not include their connections to non-deferred elements.	Yes	Office

Other Elements – Allowed to be Deferred			
#	Item	Deferrable Yes / No	Plan Review Type Required
3	Light Poles < 45 feet and < 200 pounds. Not their foundations	Yes	Field
4	Skylights with a research/evaluation report. Not the surrounding construction.	Yes	Field
5	Interior non-bearing partitions braced at the top and bottom and sized from a catalogue	Yes	Field
6	Single-story storefront walls and their connections* < 10' tall	Yes	Field
7	Storefront walls and their connections* to the structure > 10' tall	Yes	Office
8	Curtain walls and their connections* to the structure	Yes	Office
9	<i>Awnings</i> that are wholly supported by the building	Yes	Office
10	Raised/Access Floors with a research/evaluation report.	Yes	Office
11	Elevator, Escalator and Moving Walkways. Not the surrounding construction.	Yes	“Field” – at 438 Building

* Where connections are allowed to be part of a deferred submittal, the permitted drawings for the supporting structure need to have the loads and reactions with their locations identified, as described in step 4 of the procedure section of this document.

Other Elements – <u>NOT</u> Allowed to be Deferred		
#	Item	Deferrable Yes / No
12	Structures with different superstructure and foundation designers. Note: These can be phased submittals under IBC 107.3.3.	No
13	Connections of gravity and lateral force-resisting system members	No
14	Columns and Bearing Walls	No
15	Shear walls and braced frames	No
16	Stair stringers and stairway landings	No
17	Stair enclosure penetrations and penetration protection	No
18	Guards (guardrails)	No
19	<i>Canopies, Parking Lot Shade Structures, and awnings</i> that have columns or posts	No
20	Post-tensioned design	No
21	Elements supporting façade access and fall arrest/lifelines	No
22	Storage racks	No
23	Bleachers	No
24	Masonry, stone, slab, terra cotta, concrete, or other heavy veneer connections to the structure	No

Self-Certified Projects

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. Deferred submittals not specifically identified in this document shall not be allowed unless permission to defer the items is obtained from the *building official* before the permit issued.