

TRI-COUNTY PROCEDURES FOR DEFERRED SUBMITTALS
(USED BY THE CITY OF TUALATIN FOR COMMERCIAL PROJECTS)

The purpose of this document is to provide a standard procedure for deferred submittals. Applicants who wish to defer items should work with the City of Tualatin building department to:

1. Schedule a pre-submittal conference to discuss proposed deferred submittal items.
2. At the pre-submittal conference, define the deferred submittal schedule. Make sure that includes review time for approval.
3. List deferred submittal items on the title or cover sheet of the original plan when application is made.
4. State the design criteria/assumptions of the deferred submittal items on the plans.
5. As the deferred item documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the architect or engineer of record to verify that the items comply with the general design of the building.
6. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order may be issued if unapproved work proceeds.
7. Additional fees may be charged for deferred items. Contact the City of Tualatin Building Division @ (503) 691-3044

Items which may be deferred include, but are not limited to, the following:

	ITEM	YES	NO	N/A	ESTIMATED SUBMITTAL DATE
1.	Acoustical ceiling suspension system.				
2.	Auxiliary power systems.				
3.	Awnings.				
4.	Bleachers.				
5.	Carports.				
6.	Clean rooms				
7.	Cranes				
8.	Curtain wall systems.				
9.	Electrical system (Washington County Administers)				
10.	Emergency call system.				
11.	Exit illumination.				
12.	Fencing & freestanding walls				
13.	Fencing – product protection/separation				
14.	Fire alarm system.				
15.	Fire sprinkler				
16.	Fire stopping				
17.	Glass guardrails				

	ITEM	YES	NO	N/A	ESTIMATED SUBMITTAL DATE
18.	Glazing systems.				
19.	HVAC system				
20.	Intercom system.				
21.	Irrigation system.				
22.	Kilns/dryers				
23.	Metal guardrails and handrails.				
24.	Modulars/towers cellular (i.e. PGE)				
25.	Paint booths (UL & non UL)				
26.	Plumbing system.				
27.	Pools & spas				
28.	Post-tensioned concrete structural members or panels.				
29.	Pre-cast concrete structural members or panels.				
30.	Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.				
31.	Prefabricate wall panel				
32.	Pre-stressed concrete structural members or panels.				
33.	Raised floor systems.				
34.	Seismic upgrades/retrofits				
35.	Shelving systems and steel storage racks.				
36.	Signs				
37.	Silos/Storage bins				
38.	Skylights				
39.	Smoke and heat vents				
40.	Spas/hydrotherapy pools/steam rooms				
41.	Specialty suppression systems (Dry)				
42.	Steel decks and landings				
43.	Specialty retaining walls				
44.	Stone veneer				
45.	Terra cotta veneer				
46.	Wooden, steel, or composite floor or roof trusses				
47.	Works of art				

**** This document shall be completed and accompany the Building Permit application at the time of submittal**