



**City of Tualatin**  
10699 SW Herman Rd  
Tualatin OR 97062  
Ph. 503-691-3044  
www.tualatin.gov

## **DEFERRED SUBMITTALS (COMMERCIAL PROJECTS)**

The purpose of this document is to provide a standard procedure for deferred submittals. Applicants who wish to defer portions of the project for review at a later date must:

1. List deferred submittal items on the title or cover sheet of the original plan set before uploading plans into the electronic permit system and include this form.
2. Provide a complete description of the deferral when “other” deferrals are required.
3. The design professional in responsible charge must review and approve the documents for general conformance before uploading deferred plans for city approval.
4. Prior to the construction or installation of deferred scopes of work, deferred submittal documents and plans must be approved and on-site. In the event that unapproved work is carried out without benefit of approved plans, a stop work order may be issued.
5. Contact the City of Tualatin Building Division at (503) 691-3044 with questions.

The plan review fee for processing deferred plan submittals shall be an amount equal to 65 percent of the building permit fee calculated in accordance with OAR 918-050-110(2) and (3) using the value of the particular deferred portion of the project with a minimum fee of \$360.00. This fee is in addition to the project plan review fee based on the total project value.

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

	ITEM DESCRIPTION	YES	NO	VALUATION REQUIRED	SEPARATE PERMIT REQUIRED APPLY FOR TYPE:
1	Acoustical ceiling suspension system				
2	Auxiliary power systems				
3	Awnings				
4	Bleachers				New structure
5	Carports				Accessory structures
6	Curtain wall systems				
7	<del>Exit signs/exit illumination/COMCheck interior lighting budget</del> –NOT PERMITTED TO BE DEFERRED				
8	Fencing & freestanding walls				Accessory structures
9	Fire alarm system				Fire alarms
10	Fire sprinkler				Fire sprinklers
11	Fire stopping				
12	Glazing systems				

	ITEM DESCRIPTION	YES	NO	VALUATION REQUIRED	SEPARATE PERMIT REQUIRED APPLY FOR TYPE:
13	HVAC system				Mechanical
14	Metal guardrails and handrails				
15	Modulars / towers cellular (i.e. PGE)				Accessory structures
16	Paint booths (UL & non UL)				Alteration
17	Plumbing system				Plumbing
18	Pools & spas				Pool
19	Post-tensioned concrete structural members or panels				
20	Pre-cast concrete structural members or panels				
21	Prefabricated stair units to include steel, aluminum, ships ladder or pre-cast concrete stairs				
22	Prefabricate wall panel				
23	Pre-stressed concrete structural members or panels				
24	Raised floor systems				
25	Seismic upgrades / retrofits / anchorage				
26	Shelving systems and steel storage racks				Racking
27	Signs				Sign
28	Site utilities-not including underground fire lines				Site utilities
28	Skylights				
29	Smoke and heat vents				
30	Specialty suppression systems				
31	Steel decks and landings				
32	Specialty retaining walls				Wall
33	Stone veneer				
34	Underground fire line				Underground fire line
35	Wooden, steel, or composite floor or roof trusses				
	OTHER (DESCRIPTION REQUIRED)				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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