

Deferred Submittal Form

Planning, Building and Code Enforcement

Project elements that have not been reviewed and approved as part of the original permit must be submitted as a Deferred Submittal to the Building Division for review and approval within a specified period. Building Division staff will determine which items may be deferred and will consider project timelines and the design professional's recommendations.

INSTRUCTIONS. Please read the "Requirements for Deferred Submittals" on page 2, then complete and sign the form below.

Use this computer-fillable form found at www.sar	njoseca.gov/BuildingBulletins or p	rint clearly using i	nk.	
PLAN REVIEW #:	DATE:			
PROJECT NAME IF ANY:				
PROJECT ADDRESS:				
DESIGN PROFESSIONAL NAME:	PHONE :			
DEFERRED SUBMITTAL SCHEDULE NOTE: If the Design Profestor ensuring adherence to the deferred submittal schedule.	ssional is not available at perm	nit issuance, the	Property Owne	r is responsible
Deferred Submittal Item	Design Professional of Record Review/Approve By	Submittal Date to City	Date for Fabrication	Date for Installation at Job Site
1.				
2.				
3.				
1.				
5.				
5.				
7.				
3.				
9.				
0.				
• SIGNATURE - Property Owner DATE	 SIGNATURE - Design Profess 	sional of Record		DATE
PRINT NAME	PRINT NAME			

REQUIREMENTS FOR DEFERRED SUBMITTALS

- The Project Engineer or Architect of Record must approve any plans and calculations before these are submitted to the Building Division.
- The design professional of record must list the deferred submittals on the construction documents (drawing cover sheet).
- The Building Division must review and approved the deferred submittal documents BEFORE the installation of any deferred submittal items.
- The project applicant or design professional of record must notify the Building Division in writing of any deferred items not meeting the scheduled dates, and new dates must be submitted for review and approval.
- The approved drawings of the deferred submittal items must be at the job site during the inspection of the deferred items.