



City of Olympia
Community Planning and Development
Building Division Bulletin (Bulletin #01-15)

Subject: DEFERRED SUBMITTAL REQUIREMENTS

(International Building Code 107.3.4.1)

(International Residential Code 106.3.3)

The City of Olympia Community Planning and Development Department (CP&D) recognizes that construction projects sometimes require some submittal documents to be delayed which may require deferral of a specific item or piece of equipment as a project is submitted. In order for the CP&D, Building Division to review deferred submittals, the applicant must follow the specific requirements outlined below to ensure completeness of the code-required review process.

The following information was developed to assist you with Section 107.3.4.1 of the International Building Code and Section 106.3.3 of the International Residential Code related to requests for deferred submittals. Our goal with this bulletin is to assist you in ensuring that all deferred submittal documents are complete and that they are approved and issued before the construction phase for a deferred item.

Deferred submittals do not include general construction items such as plumbing, electrical and mechanical for a given project but do include specialized items which can be related to these subjects such as, but not limited to: truss calculations, fire suppression systems, kitchen commercial hoods or other specialized items. In all cases of deferred submittal, the following requirements are applicable:

1. Deferred submittals must be approved by the Building Official or designated representative at the time of initial application or preliminary review for permit. This is usually done by the applicant providing a letter requesting a deferral of code required information related to a specific item.
2. Once approved; the Registered Professional Architect or Engineer of Record (EOR) shall list all approved deferrals on the **front page** of the construction plans under the heading "Deferred Approvals" also listing at what point during the progress of the project the deferred item is expected to be submitted.
3. As deferred items are generated for construction; they shall first be reviewed and approved by the Registered Professional Architect or Engineer of Record prior to forwarding to the CP&D Building Division. The Architect or Engineer of record shall review and wet-sign/stamp the documents stating that they have reviewed the documents and found them to be in general conformance to the design of the building and applicable codes under which they were designed and approved; inaccurate information may delay your project.
4. The deferred submittal items shall not be installed until the documents have been approved by the building division and the approval has been issued as part of the approved permit.

If you have any questions, please contact CP&D at: (360) 753-8314.