



# DEFERRED SUBMITTAL FORM

**City of Lathrop  
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

**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 DEPARTMENT FOR REVIEW AND APPROVAL WITHIN A SPECIFIED PERIOD. THE BUILDING OFFICIAL WILL DETERMINE WHICH ITEMS MAY BE DEFERRED.**

## REQUIREMENTS FOR DEFERRED SUBMITTALS:

- The Project Engineer or Architect of Record must approve any plans and calculations before submitting a Deferred Submittal to the Building Department
- The Design Professional of Record must list the Deferred Submittals on the Construction Documents (Drawing Cover Sheet)
- The Building Department must review and approve the Deferred Submittal Documents BEFORE the installation of any Deferred Submittal Items
- The Project Applicant or Design Professional of Record must notify the Building Department of any Deferred Items not meeting the scheduled dates, and new dates must be submitted for review and approval
- The Approved Drawings of Deferred Submittal Items must be present on the Job Site during Inspections

Permit Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Deferred Item(s): \_\_\_\_\_

Provide Substantial Justification for Deferred Item(s):  
\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGEMENT

I hereby request a Deferred Submittal for the above referenced project. I understand that the Deferred Submittal is an option that would require that I submit the Deferred Submittal for review and approved prior to installation and inspection of requested Deferred Item(s) for this project. I understand that I will need to submit a Complete Electronic Set of Plans/Calculations of the Deferred Item(s) requested.

Pursuant to **CBC Section 107.3.4.1**, deferred design submittal documents shall be sealed construction/design documents and shall bear document review/approval stamp(s) with the following notation: *“These deferred design submittal documents have been reviewed, and they have been found to be in general conformance with the design of the building. Deferred design submittal items shall not be installed until these deferred design submittal documents have been approved by the Building Official.”* The review/approval shall include the legible printed name of the project registrant architect and project registrant engineer responsible for that project discipline and their signatures, unless constructed under conventional light-frame construction provisions, as found in CBC Section 2308 and CRC Section R602 where a design registered professional is not required.

The Fee for the Deferred Submittal Review will be charged at the current hourly rate. Once the Deferred Submittal has been reviewed and approved, they shall remain on the jobsite with the approved job card and set of approved building plans.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Building Official Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_