



Building Safety Division  
 City of Bend  
 (541) 388-5580  
 building@bendoregon.gov  
 710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## DEFERRED SUBMITTAL AGREEMENT

Application Number: \_\_\_\_\_

Submittal documents may be deferred only for certain building components as listed below\* of non-residential structures or residential structures with 3 or more dwelling units or more than 3 stories above grade which are planned, designed, or coordinated under the direct control and supervision of a registered design professional, as defined in OSSC section 202.

Pursuant to OSSC section 107.3.4.1, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Safety Division within a specified time period, which must be sufficient to allow for the approval process.

*The deferred submittal items shall not be installed until the design and submittal items have been approved by the Building Safety Division.*

**Mechanical, electrical, and plumbing are not permitted to be deferred for interior tenant improvements.**

The attached Deferred Submittal Agreement should be submitted with the Building Permit Application but not later than 10 business days after the date that the application is submitted. Should the Building Safety Division determine that deferred submittals are indicated on the construction documents that have not been included on the Deferred Submittal Agreement, the permit application may be rejected as incomplete.

1. Please submit the attached Deferred Submittal Agreement listing each design document proposed for deferred submittal and not submitted with the Building Permit Application.
2. Indicate the best estimated date for deferral on the Deferred Submittal Agreement. Allow at least 4 weeks for Building Safety Division processing and review. If a deferred submittal item is not submitted to the Building Safety Division before the date specified on the Deferred Submittal Agreement, then submit an amended Deferred Submittal Agreement to the Building Safety Division for approval with a revised date for deferral prior to installation or the deferred item.
3. List all deferred submittals on the City of Bend Commercial Cover Sheet, in accordance with OSSC section 107.3.4.1. Please note that the construction documents submitted with the permit application should be of sufficient clarity and completeness to show in detail that the proposed deferred submittals will conform to the applicable provisions of the codes, laws and regulations.



### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at [building@bendoregon.gov](mailto:building@bendoregon.gov) or (541) 388-5580; Relay Users Dial 7-1-1.

4. Read carefully and acknowledge by signature the conditions for approval of deferred submittals as set forth under Part 2 Acknowledgements.
5. On or before the date specified on the Deferred Submittal Agreement, submit each deferred submittal with letter or notation indicating that the design professional in responsible charge has reviewed the deferred submittal for general conformance with design of the building. Deferred submittals that have not been reviewed by the design professional in responsible charge will not be accepted, and plan review of such deferred submittals will not be performed by the Building Safety Division until the required documentation of the registered design professional's review has been submitted.
6. A building permit will not be issued until the plan review is completed and approved, excluding all deferred items listed on the Deferred Submittal Agreement approved by the Building Safety Division.
7. Please see the City's fee schedule for the applicable deferred submittal review fees.

\*Deferral of submittal items may be appropriate for certain building components which are not available at the time of permit issuance because they have not yet been designed. Examples of items which may be deferred include the following:

- Exterior cladding, glazing or curtain wall systems
- Fire protection systems, including automatic sprinklers alarms, standpipes, or smoke and heat vents
- Prefabricated design-build components, including awnings, trusses, stairs, handrails, guardrails, shelving or storage rack systems, movable partitions or wall panels

This form is subject to change by the Building Safety Division without notice. Pursuant to OSSC section 104.1, the Building Official is authorized to render interpretations of the code and to adopt policies and procedures in order to clarify the application of its provisions.

As registered design professional in responsible charge, I hereby propose the following list of deferred submittals for approval by the Building Official subject to the provisions of Oregon Structural Specialty Code section 107.3.4.1:

Proposed Deferred Submittal Item*	Valuation of Deferred Submittal	Proposed Date for Deferral	Date Submitted (Official use only)



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\*Note: The following items must be submitted with the permit application and may not be deferred pursuant to OSSC section 107.1:

- Construction documents
- Pre-Manufactured metal building plans and calculations
- Special Inspection Agreement
- Site Plan
- Fire Stopping (A basis of design shall be included with the initial application)
- For Interior Tenant Improvements:
  - Mechanical, Electrical and Plumbing
- Structural Components:
  - Mass Timber, Bar Joists, etc.
  - A basis of design shall be included with the initial submittal. Shop drawings for components are permitted to be deferred.

All deferred submittals shall be submitted before the date specified above and before installation of the deferred item.

Permit applicant, contractor and owner hereby acknowledge that:

1. The proposed deferred submittal items listed above shall be submitted to the Building Safety Division for plan review and approval on or before the date specified above;
2. Each deferred submittal shall be reviewed by the design professional in responsible charge before each deferred submittal is submitted to the Building Safety Division;
3. Each deferred submittal submitted to the Building Safety Division for approval shall bear the responsible design professional's notation (e.g. review stamp with design professional's signature) indicating that the deferred submittal has been reviewed and found to conform with the building design;
4. Neither shall deferred submittal items be installed in the work nor shall an inspection be requested for work related to the deferred submittal items until the design and submittal documents for deferred submittal items have been approved by the Building Safety Division; and
5. Violation of this Agreement is subject to applicable penalties as set forth in OSSC 114 & 115 and ORS 455.895, including but not limited to issuance of a stop work order, as determined by Building Official.



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Please note that review of each deferred submittal may take a minimum of 3-6 weeks for initial plan review comments.

Responsible Design Professional's Name

Responsible Design Professional's Signature

Date

General Contractor, Responsible Party Name

General Contractor, Responsible Party Signature

Date

Building Safety Division Approval

Date



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