



Procedure for Deferred Submittals

CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3RD Street, Room 12, Prineville, OR 97754

Phone: (541) 447-3211 Ext. 1 - Fax: (541) 416-2139 - www.co.crook.or.us - BLD@co.crook.or.us

Deferred submittals are appropriate when a portion of the plan for a structure is submitted for review at a later date than the original submission; examples are listed below. Applicants who wish to defer items should contact the appropriate Building Codes Division (BCD) field office or BCD's Salem office: (503) 378-6237 Coquille office: (541) 396-2148 Pendleton office: (541) 276-7814 Enterprise office: (541) 426-6227 The Dalles office: (541) 298-4461

PROCEDURE

1. List deferred submittal items on the title or cover sheet of the original plan when application is made or complete deferred submittal application (OSSC Sec. 106.3.4.2).
2. Schedule (as needed) a pre-submittal conference to discuss proposed submittal items.
3. During the pre-submittal conference, define the deferred submittal schedule (OSSC Sec. 106.3.4.2).
4. Ensure that the deferred submittal documents are reviewed and approved by the architect/engineer of record to verify that items comply with the general design of the building, before submitting to BCD for plan approval (OSSC Sec. 106.3.4.1 and 106.3.4.2).
5. Deferred submittal documents and drawings shall be submitted for review and approval by BCD prior to the construction/installation of the deferred item (OSSC Sec. 106.3.4.2).
6. Fees will be charged for deferred items (see the table below and OAR 918-460-0070).

ITEMS REQUIRING ADDITIONAL PERMIT AND ADDITIONAL PLAN REVIEW FEE

1. Awnings
2. Bleachers
3. Fire alarm system
4. Fire sprinkler system
5. HVAC system (Requires mechanical plan review and permit)
6. Shelving systems and steel racks
7. Self-supported signs and signs that have structural impact.
8. Raised floor systems

ITEMS WITH NO ADDITIONAL FEES

1. Exit illumination for complex projects
2. Smoke and heat vents
3. Pre-engineered trusses



Deferred Submittal Form

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JOB INFORMATION

Project Name:		
Address:		
City:	State:	ZIP:

PRIMARY CONTACT INFORMATION

Owner Name:		
POC Name:		
Mailing address:	E-mail:	
City:	State:	ZIP:
Phone:	Fax:	

DEFERRED SUBMITTAL INFORMATION

Structure will be used for: (check one)	Commercial	Suspected Occupancy:
	Residential	

LIST OF THE DEFERRED SUBMITTALS

Submittal name:
Description:
Submittal name:
Description:
Submittal name:
Description:
Submittal name:
Description:
Submittal name:
Description:

LIST OF ENTIRE PROJECT (Be specific, include: size, location, and structure use in your description)

FEES

The fee for administration, processing, and reviewing deferred plan submittals shall be an amount equal to **65 percent** of the building permit fee calculated using the value of the particular deferred portion or portions of the project (**OAR 918-460-0070 and OAR 918-480-0030**).

This fee is in addition to the project plan review fee based on total project value.

The permit fee and the plan review fee will be collected when the deferred submittal is submitted for review.