



**City of Philomath  
Building Department**

980 Applegate St. / PO Box 400  
Philomath, OR 97370  
Phone: 541-929-6148 Fax: 541-929-3044  
Web address: www.ci.philomath.or.us

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## DEFERRED SUBMITTAL AGREEMENT

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Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved by the City of Philomath.  
This form is a deferred submittal agreement for the following project:

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**Date:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

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**Guidelines:**

1. **Approval** – Each deferred submittal shall bear the approval of the design professional in responsible charge. Notation shall be included that the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
2. **List** – The back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** – A plan review fee will be added when the deferred submittal is provided for review and approval and will be calculated based on the valuation of each deferred submittal provided.
4. **Timelines** – Every attempt will be made to provide time reviews of 5 – 10 business days.
5. **Work without a permit** – Work that is constructed without have been reviewed and approved by both the design professional in responsible charge and the Building Division, will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties of working without a permit.

**Acknowledgments**

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
General Contractor Firm Name (Printed)

\_\_\_\_\_  
General Contractor Signature

\_\_\_\_\_  
Design Professional in Responsible Charge (Printed)

\_\_\_\_\_  
Design Professional in Responsible Charge

\_\_\_\_\_  
Building Official Name (Printed)

\_\_\_\_\_  
Building Official Signature

**CITY OF PHILOMATH  
DEFERRED SUBMITTAL AGREEMENT**

**Date:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Design Profession in Responsible Charge:** \_\_\_\_\_

**Items which may be deferred include, but are not limited to the following:**

✓	Deferred Item	Date		✓	Deferred Item	Date
	1. Acoustical ceiling suspension system				19. Post-tensioned concrete structural members or panels	
	2. Auxiliary power systems				20. Pre-cast concrete structural members or panels	
	3. Awnings				21. Prefabricated stair units to include steel, aluminum, ore pre-cast concrete stairs	
	4. Bleachers				22. Prefabricated wall panel	
	5. Carports				23. Ore-stressed concrete structural members or panels	
	6. Curtain wall systems				24. Raised floor systems	
	7. Electrical system				25. Shelving systems and steel storage racks	
	8. Emergency call system				26. Signs	
	9. Exit illumination				27. Skylights	
	10. Fire alarm system				28. Smoke and heat vents	
	11. Fire sprinkler				29. Specialty retaining walls	
	12. Fire stopping				30. Stone veneer	
	13. Glass guardrails				31. Terra cotta veneer	
	14. Glazing system				32. Wooden, steel, or composite floor or roof trusses	
	15. HVAC system				33. Works of art	
	16. Intercom system				34.	
	17. Metal guardrails and handrails				35.	
	18. Plumbing systems				36.	

**Valuation** – Each deferred submittal shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials and profit.

**Work without a Permit** – Work that is constructed without having been reviewed and approved by both the design professional in responsible charge and the Building Division, will be considered a work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties of working without a permit.