

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

## 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 IBC section 202.

Pursuant to IBC 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 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 Division.*

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 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 2 weeks for Building Division processing and review. If a deferred submittal item is not submitted to the Building Division before the date specified on the Deferred Submittal Agreement, then submit an amended Deferred Submittal Agreement to the Building Division for approval with a revised date for deferral prior to installation or the deferred item.
3. List all deferred submittals on the construction documents, preferably the cover sheet, in accordance with IBC 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.

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 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 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:

- Mechanical system plans, specifications, and calculations (Permitted as a component of the building permit. A separate permit will not be issued.)
- Plumbing system plans, specifications, and calculations (Permitted as a component of the building permit. A separate permit will not be issued.)
- Fire protection systems, including automatic sprinklers alarms, standpipes, commercial hood fire suppression systems, or smoke and heat vents
- Exterior cladding, glazing or curtain wall systems
- 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 Division without notice. Pursuant to IBC 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 International Building Code section 107.3.4.1:

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

\*Note: The following items must be submitted with the permit application and may not be deferred pursuant to IBC section 107.1: Construction documents, statement of special inspections, site plan and supporting data. 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 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 Division;
3. Each deferred submittal submitted to the Building 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 Division; and
5. Violation of this Agreement is subject to applicable penalties as set forth in IBC 114 & 115 and LMC 1.40.040, including but not limited to issuance of a stop work order, as determined by Building Official.

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

\_\_\_\_\_  
Responsible Design Professional's Name

\_\_\_\_\_  
Responsible Design Professional's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor, Responsible Party Name

\_\_\_\_\_  
General Contractor, Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Division Approval

\_\_\_\_\_  
Date