Deferred Submittal Agreement

The California Building Code, as adopted by the City of Redwood City, requires that a complete building permit application must be accompanied by plans, diagrams, calculations, specifications and other data as required by the building official. In general, all submittal documents must be complete and construction ready at the time of permit application. The City recognizes, however, that design-build is a common practice in the construction industry, and that plans and specifications for certain building elements or systems may not be available at the time of building permit application. In these instances, the building official MAY approve deferred submittal of project elements for which plans are not available at the time of permit application or issuance.

With this agreement the undersigned applicant requests deferred submittal status for the submittal documents indicated on the following page and agrees to provide said documents in accordance with the schedule contained herein. Failure to submit deferred submittal documents or beginning work on deferred items prior to receiving approved permits for the work shall be grounds for issuance of a stop work order for the project which will remain in place until the deferred submittals have been approved.

Deferred submittal items must be listed on the plans by the design professional in responsible charge at the time of building permit application. Submit 3 sets of plans and specifications for deferred submittal elements, accompanied by a letter from the design professional in responsible charge stating that the deferred submittals are in general conformance with the building design. Deferred submittal items must be submitted within 30 days of permit issuance. One deferred submittal extension may be granted on a case by case basis by written approval.

All deferred submittal items other than Fire protection permits (ERRCS, fire sprinkler, etc.), regardless of the occupancy type, shall be processed as revisions associated with the master building permit. Deferred submittals shall be submitted with a completed supplemental submittal form, which may be found on the City website. Construction documents will be reviewed and approved by the building official prior to beginning work on the deferred elements.

Please provide all information requested on the following page.

Please contact the City of Redwood City Building Department for all inquiries regarding deferred submittals

.permits@redwoodcity.org
(650) 780-7350
Deferred Submittal Agreement

Project Address: ____________________________  Permit Number: ______________________

Deferred submittal status is requested for the following (Check all that apply):

- Fire Department permits (e.g. ERRCS, Fire Alarm, etc.)
- Generators
- Awnings
- Bleachers
- Wooden, steel, or composite floor or roof trusses
- Metal guardrails & handrails
- Glass guardrails
- Glazing systems
- Curtain wall systems
- Prefabricated stair units (steel, aluminum, or pre-cast concrete)
- Lateral systems (e.g. buckling brace & connections
- Exterior wall panels
- Elevators
- Works of art

ACKNOWLEDGEMENT

I have read and agree to the terms and conditions of this agreement. I understand that no work for which deferred submittal status has been requested may begin prior to approval of the deferred submittals by the building official.

Contractor’s Name & Company: ____________________________ Signature: ____________________________
Date: ______________ PH. #______________ Email: ____________________________

Owner’s Name: ____________________________ Signature: ____________________________
Date: ______________ PH. #______________ Email: ____________________________

Applicant’s Name: ____________________________ Signature: ____________________________
Date: ______________ PH. #______________ Email: ____________________________

Official Use Only

Approved by the City of Redwood City Building Department

Approved By: ____________________________ Date: ____________________________

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