



# Clackamas County Procedure for Deferred Submittals

CLACKAMAS COUNTY BUILDING CODES DIVISION

150 Beaver Creek Rd, Oregon City, OR 97045 / 503-742-4240 / bldservice@clackamas.us

The purpose of this document is to provide a standard procedure for deferred submittals. Applicants who wish to defer items should work with the building department to:

1. List deferred submittal items on the title or cover sheet of the original plan when application is made.
2. State the design criteria/assumptions of the deferred submittal items on the plans.
3. As the deferred item documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the architect or engineer of record to verify that the items comply with the general design of the building.
4. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order may be issued if unapproved work proceeds.
5. Additional fees will be charged for deferred items.

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

1. Acoustical Ceiling Suspension System	13. Glass Guardrails
2. Auxiliary Power Systems	14. Glazing Systems
3. Awnings	15. HVAC System
4. Bleachers	16. Intercom System
5. Carports	17. Metal Guardrails and Handrails
6. Curtain Wall Systems	18. Prefabricated Stair Units
7. Emergency Call Systems	19. Prefabricated Wall Panel
8. Exit Illumination	20. Shelving Systems and Steel Storage Racks
9. Fire Alarm System	21. Signs
10. Fire Proofing	22. Smoke and Heat Vents
11. Fire Sprinkler	23. Stone Veneer
12. Fire Stopping	24. Wooden, Steel, or Composite floor/roof trusses

## Deferred Submittal Fees

The fee for processing and reviewing deferred plan submittals shall be sixty-five (65) percent of the building permit fee calculated according to OAR 918-050-0110 (2) (3) using the value of the particular deferred portion or portions of the project, with a minimum fee of \$250. This fee is in addition to the project plan review fee based on the total project value.

No fees will be charged for deferring plumbing or electrical applications.



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150 Beaver Creek Road · Oregon City, Oregon 97045 · [www.clackamas.us/building](http://www.clackamas.us/building)

## Deferred Submittal Requirements and Application

### Applicants will provide:

- A copy of this application.
- Three (3) sets of plans.
- Two (2) sets of calculations.
- Two (2) sets of product information.
- Permit fee (paid at time of submittal).
- If the DFS includes exterior elements, plan views and elevations identifying the location(s) as approved by the Architect and Engineer of Record must be submitted.

**Each drawing and calculation package must be stamped and signed by an Engineer registered in Oregon and approved by the Architect/Engineer of record for the building.**

### Contractor submittal information:

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Value of Deferred Submittal \_\_\_\_\_ Issued Main Building Permit # \_\_\_\_\_

Job Site Address \_\_\_\_\_

Description/Scope of Work \_\_\_\_\_

### Fees

Deferred submittal (DFS) fees are collected in addition to the standard building review fee paid on the main building permit. DFS fees cover the cost of the additional processing and review time associated with the design build element.

The DFS fee for processing and reviewing deferred plan submittals is based on the submitted construction value.

Deferred Submittal Value	Deferred Submittal Fee
1 \$1 — \$25,000	Minimum Fee of \$250
2 \$25,001 — \$50,000	\$250 Minimum <u>or</u> 65% of \$255.20 + \$6.72 per \$1,000 of valuation over \$25,000.
3 \$50,001 — \$100,000	65% of \$423.20 + \$4.48 per \$1,000 of valuation over \$50,000
4 Over \$100,001	65% of \$647.20 + \$3.75 per \$1,000 of valuation over \$100,000

The county bases valuation on nationally developed models that are adopted statewide.

### Helpful Information

Building Codes Division  
150 Beaver Creek Rd, Oregon City, OR 97045

Submit deferred submittal documents to:  
Development Services Building (DSB)  
Second Floor, For Hours Call: 503-742-4240

To contact a permit specialist email: [bldservice@clackamas.us](mailto:bldservice@clackamas.us)

Permit Specialist Help Line: 503-742-4240  
Building Codes Division Fax: 503-742-4741