



APPLICATION FOR DEFERRED SUBMITTAL
BUILDING & SAFETY DIVISION
 City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301- 3505
 (503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:
www.cityofsalem.net/departments/scdev/bldgsafety/

1. **Job Site Information & Location (where the work is taking place)**
 Project Name: _____
 Job Site Address: _____
 Building Permit #: _____ Bin#: _____
2. **Property Owner:** _____
 Owner Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____
3. **Contact Person (receive deferral correspondence)**
 Name of Person: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____
4. **Architect/Engineer:** _____
 Company Name: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____
5. **Contractor Information (person/co performing the work)**
 Name of Contractor: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____
6. **Reason For Request of Deferred Submittal:** _____

7. **Date Deferral Will Be Submitted:** _____

Office Use Only
Permit #:
DATE RECEIVED:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
NO CHARGE DEFERRALS	
The following items are a separate permit, no fee to defer:	
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Electrical
<input type="checkbox"/> Fire Sprinklers	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Fire Suppression Systems	<input type="checkbox"/> Plumbing
STANDARD DEFERRALS	
The following items are a fee based deferral, see fee info. below:	
<input type="checkbox"/> Landscape Plans	
<input type="checkbox"/> Irrigation Plans	
Valuation for this portion of the project is:	
<input type="checkbox"/> Structural Element(s):	
Valuation for this portion of the project is:	
<input type="checkbox"/> Other(s):	
Valuation for this portion of the project is:	
FEE INFORMATION	
Deferred plans submittal fees are in addition to the project plan review fee based on total project value. Deferrals are 65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$250 per deferral. Deferrals are defined by Plan Review staff.	
NOTICE	
DEFERRED SUBMITTALS: For the purpose of this section, 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 official within a specified period.	
Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.	
Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the building official. (OSSC 106.3.4.2)	

ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement:	
Signature of Architect/Engineer: _____ Print Name: _____ Date: _____	Contractor Signature: _____ Print Name: _____ Date: _____
Approved by City of Salem Building & Safety Division:	
By: _____ Date: _____	Comments:

