



REQUIRED DOCUMENTS FOR DEFERRED SUBMITTALS

- A complete list of submittals to be deferred is required at the time of the Building Permit application. This deferred submittal checklist should be attached to the permit application if any portion of work will be submitted for review at a later date (email checklists and applications to permits@hillsboro-oregon.gov). All deferred submittals should be listed on the building permit constructions documents submitted for review.

SUBMITTAL OF DEFERRED DOCUMENTS

- Each deferred submittal shall include the approval of the design professional in responsible charge. Notation shall indicate that the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building. Deferred submittals shall be listed on the construction documents submitted for review.
- Mechanical and Electrical deferred submittals shall include ENERGY CODE COMPLIANCE FORMS when applicable.

PLUMBING DEFERRAL PREREQUISITES

- Drawings submitted for the building permit should accurately depict all plumbing fixtures. Sewer fees are assessed during the initial review of the building permit plans and are collected by the Building Division at issuance.

DEFERRED SUBMITTAL REVIEW TIME

- Upon submittal the review period will be 14 calendar days for initial comments. Revisions will be reviewed within seven days of submittal.

CITY OF HILLSBORO BUILDING DIVISION DEFERRED SUBMITTAL PROCEDURES

The purpose of this document is to provide the applicant and the City of Hillsboro with the information required for a deferred submittal.

1. Check each submittal item that you are deferring on the checklist and provide the valuation of each deferred submittal item.
2. 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. The drawings must have a notation indicating that the deferred submittal documents have been reviewed by the architect or engineer of record and that they have been found to be in general conformance with the design of the building. OSSC 107.3.4. 1
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order will be issued if unapproved work proceeds.
4. Additional fees will be charged for deferred items. \$250.00 fee plus 10% of the permit fee for each deferred submittal, based on valuation provided below, with a minimum fee of \$300.00.
5. Items **highlighted in green** require separate permits.

Development Services & Permitting Center



Hillsboro

OREGON

DEFERRED SUBMITTALS

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

<input checked="" type="checkbox"/>	Deferred Item	Valuation	<input checked="" type="checkbox"/>	Deferred Item	Valuation
	1. Awnings			18. Plumbing System*	
	2. Balconies or Decks			19. Post-tensioned Concrete	
	3. Carports			20. Pre-cast Concrete	
	4. Electrical System*			21. Pre-stressed Concrete	
	5. Emergency Responder Comm Coverage			22. Raised Floor Systems	
	6. Energy Storage Systems (ESS)			23. Roof Trusses	
	7. Fire Alarm System**			24. Seismic Bracing	
	8. Fire Sprinkler System**			25. Seismic Bracing Electrical	
	9. Fireproofing			26. Seismic Bracing Mechanical	
	10. Floor Trusses			27. Seismic Bracing Plumbing	
	11. Guardrails			28. Shelving or Storage Racking	
	12. Handrails			29. Signs*	
	13. Hold Down Systems			30. Storefront Glazing Systems	
	14. HVAC Systems**			31. Tanks	
	15. Generators			32. Two-way Communication Systems	
	16. Penetration Firestop Assemblies			33. Waste Recycling and Linen Chutes	
	17. Prefabricated Wall Panels			34. Other	

*Exempt from deferral fee **Exempt from deferral fee only if affidavit is presumed

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

Applicant Signature

Date

Print Name

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits