



# Commercial Deferred Submittal Application

## CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3<sup>rd</sup> Street, Room 12, Prineville, OR 97754  
 Phone: (541) 447-3211    [www.co.crook.or.us](http://www.co.crook.or.us)    [bld@crookcountyor.gov](mailto:bld@crookcountyor.gov)

Deferred submittals are appropriate when a portion of the plan for a structure is submitted for review at a later date than the original submission; examples are listed below.

**PROCEDURE**

1. List deferred submittal items on the title or cover sheet of the original plan when application is made or complete deferred submittal application.
2. Schedule (as needed) a pre-submittal conference to discuss proposed submittal items.
3. During the pre-submittal conference, define the deferred submittal schedule.
4. Ensure that the deferred submittal documents are reviewed and approved by the architect/engineer of record to verify that items comply with the general design of the building, before submitting to CCCD for plan approval.
5. Deferred submittal documents and drawings shall be submitted for review and approval by CCCD prior to the construction/installation of the deferred item.
6. Fees will be charged for deferred items (see the table below and OAR 918-460-0070).

ITEMS REQUIRING ADDITIONAL PERMIT AND ADDITIONAL PLAN REVIEW FEE	ITEMS WITH NO ADDITIONAL FEES
1. Awnings 2. Bleachers 3. Fire alarm system 4. Fire sprinkler system 5. HVAC system (Requires mechanical plan review and permit) 6. Shelving systems and steel racks 7. Self-supported signs and signs that have structural impact. 8. Raised floor systems	1. Exit illumination for complex projects 2. Smoke and heat vents 3. Pre-engineered trusses

**JOBSITE INFORMATION**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**PRIMARY CONTACT INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LIST OF DEFERRED SUBMITTALS**

Submittal Type:	Valuation:	Date for submittal:
Description:		
Submittal Type:	Valuation:	Date for submittal:
Description:		
Submittal Type:	Valuation:	Date for submittal:
Description:		
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Description:		
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Description:		

**FEES**

The fee for administration, processing, and reviewing deferred plan submittals shall be an amount equal to 65 percent of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$300.00 (OAR 918-460-0070 and OAR 918-480-0030).  
**This fee is in addition to the project plan review fee based on total project value.**  
**The permit fee and the plan review fee will be collected when the deferred submittal is submitted for review.**

**PLAN EXAMINER APPROVAL**

<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____
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