

DEFERRED SUBMITTAL REQUEST APPLICATION RESIDENTIAL & COMMERCIAL



Building Department
1088 College Ave.
St. Helena, CA 94574
(707) 967-2779

OFFICE USE ONLY

PERMIT #: _____

For additional information, forms & documents please visit us on the web at: [Building Forms & Handouts | St Helena, CA \(cityofstheleena.gov\)](http://Building Forms & Handouts | St Helena, CA (cityofstheleena.gov))

This form must be utilized to indicate specific components of a construction project that are intended to be submitted for review and approval at a later date. **All deferred submittals must be approved by the Chief Building Official prior to the building permit application submittal. A copy of the approved Deferred Submittal Request Application must be submitted with your building permit application.**

PROJECT INFORMATION:

Primary Contact: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Project Site Address: _____

APN: _____

Job Description: _____

There is a minimum 1-hour plan check fee to be paid at the time of submission of each approved deferred item(s).

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 found to be in general conformance with the design of the building. Deferred submittal documents and drawings must be submitted and approved ***prior*** to the construction/installation of the deferred items.

OFFICE USE ONLY			
DEFERRED ITEM	VALUATION	RECEIVED NO LATER THAN	APPROVAL
CATWALKS			
FIRE ALARM SYSTEMS			
FERMENTATION/STORAGE TANKS			
TRUSS CALCULATIONS			

By signing below, I acknowledge that the deferred submittal item(s) listed above are subject to separate approval at the time of submittal. I further acknowledge that an additional one (1) hour minimum plan check fee for each deferred item shall be collected at the time of the approved deferred items are submitted and may be subject to additional plan check fees depending on the length of plan check time and/or complexity of the approved deferred submittal items. **I also acknowledge that the deferred submittal item(s) shall be submitted at least two (2) weeks prior to installation and no later than the date listed above. Failure to submit the deferred item(s) at least two (2) weeks prior to installation and no later than the date listed above will result in a delay and work stoppage.**

Primary Contact Signature: _____ Date: _____