



Procedure for Deferred Submittals

CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3RD Street, Room 12, Prineville, OR 97754

Phone: (541) 447-3211 - Fax: (541) 416-2139 - www.co.crook.or.us - BLD@co.crook.or.us

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. Applicants who wish to defer items should contact the Crook County Building Department at (541) 447-3211.

| PROCEDURE | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. List deferred submittal items on the title or cover sheet of the original plan when application is made or complete deferred submittal application (OSSC Sec. 106.3.4.2).2. Schedule (as needed) a pre-submittal conference to discuss proposed submittal items.3. During the pre-submittal conference, define the deferred submittal schedule (OSSC Sec. 106.3.4.2).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 (OSSC Sec. 106.3.4.1 and 106.3.4.2).5. Deferred submittal documents and drawings shall be submitted for review and approval by CCCD prior to the construction/installation of the deferred item (OSSC Sec. 106.3.4.2).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 |
| <ol style="list-style-type: none">1. Awnings2. Bleachers3. Fire alarm system4. Fire sprinkler system5. HVAC system (Requires mechanical plan review and permit)6. Shelving systems and steel racks7. Self-supported signs and signs that have structural impact.8. Raised floor systems | <ol style="list-style-type: none">1. Exit illumination for complex projects2. Smoke and heat vents3. Pre-engineered trusses |



Deferred Submittal Form

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Received:

JOB INFORMATION

Project Name:

Address:

City: State: ZIP:

PRIMARY CONTACT INFORMATION

Owner Name:

Mailing address: E-mail:

City: State: ZIP:

Phone: Fax:

CONTRACTOR INFORMATION

Contractor Name: Business Name:

Mailing address: E-mail:

City: State: ZIP:

Phone: CCB#:

DEFERRED SUBMITTAL INFORMATION

Structure will be used for: ☐ Commercial ☐ Residential Suspected Occupancy:

(Check one):

LIST OF THE DEFERRED SUBMITTALS

Submittal name: Valuation: \$

Description:

Submittal name: Valuation: \$

Description:

Submittal name: Valuation: \$

Description:

Submittal name: Valuation: \$

Description:

Submittal name: Valuation: \$

Description:

DESCRIPTION OF ENTIRE PROJECT

(Be specific, include: size, location, and structure use in your 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 \$250.00 (**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.