



**Procedure for Deferred Submittals**

LINN COUNTY PLANNING AND BUILDING DEPARTMENT  
Steve Wills, Director  
Rick Goff, Building Official

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	
<p>List deferred submittal items on the title or cover sheet of the original plan when the application is made or complete deferred submittal application.</p> <p>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 for plan approval.</p> <p>Deferred submittal documents and drawings shall be submitted for review and approval prior to the construction/installation of the deferred item.</p> <p>Fees will be charged for deferred items (see the table below and OAR <b>918-460-0070</b>).</p>	
ITEMS REQUIRING ADDITIONAL PERMIT AND ADDITIONAL PLAN REVIEW FEES <i>(This is not an all-inclusive list.)</i>	ITEMS WITH NO ADDITIONAL FEES
<ol style="list-style-type: none"><li>1. Awnings</li><li>2. Bleachers</li><li>3. Fire alarm system</li><li>4. Fire sprinkler system</li><li>5. HVAC system <i>(Requires mechanical plan review and permit)</i></li><li>6. Shelving systems and steel racks</li><li>7. Self-supported signs and signs that have structural impact.</li><li>8. Raised floor systems</li></ol>	<ol style="list-style-type: none"><li>1. Exit illumination for complex projects</li><li>2. Smoke and heat vents</li></ol>



## Deferred Submittal Form

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Rick Goff, Building Official

### JOB INFORMATION

Name:

Address:

City:

State:

ZIP:

### PRIMARY CONTACT INFORMATION

Name:

Mailing address:

Email:

City:

State:

ZIP:

Phone:

- -

Fax:

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### DEFERRED SUBMITTAL INFORMATION

Structure will be used for: (check one) ☐ Commercial ☐ Residential

### LIST OF THE DEFERRED SUBMITTALS

**Submittal name**

**Description**

1.

2.

3.

4.

5.

6.

### LIST 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 (**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.**