



# Deferred Submittal Requirements

The following information was prepared to assist you in understanding compliance with the International Building and Residential Codes related to deferred plan and document submittals. It is generally not the policy of Mason County to defer submittal documents as doing so adds additional review time and cost to a project. However there are times when deferral can be necessary our goal in providing this information is to assist you in the success of ensuring that all requested deferred submittal documents are complete, approvable, and issued prior to the deferred work being performed.

Deferred submittals can include many topics but, in most cases, do not include general construction items such as **energy compliance docs** or **plumbing** and **mechanical** plans. Deferred submittals can include specialized items such as, but not limited to *truss calculations, fire suppression systems, kitchen commercial hoods* or *other specialized items*. In all cases of deferred submittal, the following minimum requirements are applicable.

1. Deferred submittals must be approved by the building official or designated representative at the time of ***initial application***. This is done by the applicant providing a letter requesting a deferral of code or county required information related to a specific item or process related to code compliance; this is not to be used for land use or other department considerations. Be sure to state the nature of your reasonable cause for deferral. Your request will be reviewed and responded to as quickly as possible.
2. Once the deferral request is reviewed and either denial or approval by the building department is determined, the following must occur for approval:

*The Registered Professional Architect or Engineer of Record (EOR) shall list the approved deferrals on the **front page** of the construction plans under the heading "Deferred Approvals" also listing at what point during the progress of the project the deferred item is expected to be submitted.*

3. Subsequent to project approval as deferred items are generated for submittal; those items shall include a statement by the Registered Professional **Architect** or **Engineer of Record** that the deferred documents have been reviewed for Code compliance and found to be in compliance with the design of the building and applicable codes under which they were prepared. The "**Revised Approved Plans Request**" form is to be used for submittal of all deferred approvals.

Forms Link: <https://masoncountywa.gov/community-services/building/index.php>

4. Deferred submittal items shall not be installed until a review is completed by the building department and applicable fees have been collected. Once this is done; a stamped set of approved documents will be provided to the applicant which will become part of the already approved permit site copy and permit package.

If you have any questions, please contact our community development staff at: (360) 427-9670 for clarification or additional direction.