

# Deferred Submittal Application



**City of Wilsonville  
Building Division**  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
503.682.4960  
[www.ci.wilsonville.or.us/Building](http://www.ci.wilsonville.or.us/Building)

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Valuation of deferred submittal: \_\_\_\_\_

*Valuation - Each deferred submittal item shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials.*

#### Guidelines:

1. **Approval** - Each deferred submittal shall bear the approval of the design professional in responsible charge (DPRC). Notation shall be included that indicates the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
2. **List** - The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** - In accordance with OAR 918-050, a deferred submittal plan review fee will be added when the deferred submittal is submitted for review and approval. The fee will be calculated based on the valuation of each deferred submittal.
4. **Timelines** - Every attempt will be made to provide timely reviews within 5 - 10 business days.
5. **Work Without a Permit** - Work that is constructed without having been reviewed and approved by both the DPRC and the Building Division will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties identified in Wilsonville Municipal code.

#### ACKNOWLEDGMENTS:

Applicants Signature: \_\_\_\_\_

Date:

\_\_\_\_\_  
General Contractor Name