



Benton County Community Development  
Building Division  
360 SW Avery Ave  
Corvallis OR 97330  
Phone: 541-766-6819  
[www.co.benton.or.us](http://www.co.benton.or.us)

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## DEFERRED SUBMITTAL AGREEMENT

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Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved by Benton County. This form is a deferred submittal agreement for the following project:

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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### Guidelines:

1. **Approval** – Each deferred submittal shall bear the approval of the design professional in responsible charge. Notation shall be included that 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 back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** – A plan review fee will be added when the deferred submittal is provided for review and approval and will be calculated based on the valuation of each deferred submittal provided.
4. **Timelines** – Every attempt will be made to provide time reviews of 5 – 10 business days.
5. **Work without a permit** – Work that is constructed without have been reviewed and approved by both the design professional in responsible charge 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 of working without a permit.

### Acknowledgments

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
General Contractor Firm Name (Printed)

\_\_\_\_\_  
General Contractor Signature

\_\_\_\_\_  
Design Professional in Responsible Charge (Printed)

\_\_\_\_\_  
Design Professional in Responsible Charge

\_\_\_\_\_  
Building Official Name (Printed)

\_\_\_\_\_  
Building Official Signature

**BENTON COUNTY  
DEFERRED SUBMITTAL AGREEMENT**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Design Profession in Responsible Charge: \_\_\_\_\_

Items which may be deferred include, but are not limited to the following:

| ✓ | Deferred Item                           | Date |  | ✓ | Deferred Item  | Date |
|---|---|------|--|---|--|------|
|   | 1. Acoustical ceiling suspension system |      |  |   | 19. Post-tensioned concrete structural members or panels                               |      |
|   | 2. Auxiliary power systems              |      |  |   | 20. Pre-cast concrete structural members or panels                                     |      |
|   | 3. Awnings                              |      |  |   | 21. Prefabricated stair units to include steel, aluminum, ore pre-cast concrete stairs |      |
|   | 4. Bleachers                            |      |  |   | 22. Prefabricated wall panel   |      |
|   | 5. Carports                             |      |  |   | 23. Ore-stressed concrete structural members or panels                                 |      |
|   | 6. Curtain wall systems                 |      |  |   | 24. Raised floor systems   |      |
|   | 7. Electrical system                    |      |  |   | 25. Shelving systems and steel storage racks   |      |
|   | 8. Emergency call system                |      |  |   | 26. Signs  |      |
|   | 9. Exit illumination                    |      |  |   | 27. Skylights  |      |
|   | 10. Fire alarm system                   |      |  |   | 28. Smoke and heat vents   |      |
|   | 11. Fire sprinkler                      |      |  |   | 29. Specialty retaining walls  |      |
|   | 12. Fire stopping                       |      |  |   | 30. Stone veneer   |      |
|   | 13. Glass guardrails                    |      |  |   | 31. Terra cotta veneer   |      |
|   | 14. Glazing system                      |      |  |   | 32. Wooden, steel, or composite floor or roof trusses                                  |      |
|   | 15. HVAC system                         |      |  |   | 33. Works of art   |      |
|   | 16. Intercom system                     |      |  |   | 34.  |      |
|   | 17. Metal guardrails and handrails      |      |  |   | 35.  |      |
|   | 18. Plumbing systems                    |      |  |   | 36.  |      |

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

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