



## Deferred Submittal Requirements

The purpose of this bulletin is to establish procedures for deferred submittals. Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period. Failure to submit deferred submittals with adequate time for review may result in cancelled inspections or a delay in obtaining a Certificate of Occupancy. No inspection may occur for a deferred element if it has not been approved by the Building Safety Division.

### 1. General

Deferral of any submittal items shall have the prior approval of the Building Official. The architect or engineer of record in responsible charge shall list the deferred submittals on the cover sheet of the construction documents for review.

Table 1 in this bulletin lists the items allowed to be deferred. For a specific building component not listed in Table 1, a request may be made to the Building Official.

Commercial Fire components such as but not limited to fire sprinklers and fire alarms shall be deferred in accordance with South San Joaquin County Fire Authority requirements.

### 2. Submittal Requirements

See below for submittal requirements for deferred submittals.

- A. Deferred submittal items are intended to be reviewed after building permit issuance.
- B. Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance with the design of the building.
- C. Deferred submittal items (plans, specifications, structural calculations, reports, etc.) shall be electronically submitted to [plancheck@cityoftracy.org](mailto:plancheck@cityoftracy.org).
- D. The deferred submittal items shall not be installed until the Building Official has approved the deferred submittal documents. The deferred submittal items shall be in accordance with the building codes under which the structure was permitted.
- E. Requirements for electronic submittal of plans and documents may be found at <https://www.cityoftracy.org/our-city/departments/building-safety/submittal-requirements>

**Table 1 – Deferred Submittal List**

<b>Deferred Submittal Item</b>	<b>Building Type</b>
1. Fire sprinkler system	Single-Family and Duplex (For commercial see note 1)
2. Guards & Handrails	Commercial and multi-family residential buildings
3. Metal stairs (structural frame, handrails, guards)	Commercial and multi-family residential buildings
4. Floor supported raised equipment platform	Commercial buildings
5. Skylights (custom designed and pre-manufactured)	Commercial and multi-family residential buildings
6. Trusses (floor, roof) <sup>1</sup>	All building types
7. Walk-in cooler (pre-manufactured)	Commercial buildings
8. Solar photovoltaic system/solar carport <sup>2</sup>	All building types
9. City of Tracy Construction Waste Management Form	All buildings

**Footnotes:**

1. A floor / roof framing plan shall be provided showing the layout of trusses. The floor / roof framing plan shall include all pertinent structural engineering information, including but not limited to, design dead load, live load, concentrated point loads, chord / drag forces, location of girder trusses, etc. The floor / roof framing plan shall bear the project design professional of record's registration stamp, signature, and date.
2. Where solar photovoltaic systems are required for commercial and residential buildings, the solar photovoltaic systems can be deferred. For optional systems, the solar photovoltaic system shall be a separate, stand-alone permit.