



A place where families and businesses thrive.

Building Division  
 Community Development Department  
 1924 Council Street  
 P.O. Box 326  
 Forest Grove, OR 97116

<b>Office Use Only</b>
Permit No.:
Date Received:

**APPLICATION FOR DEFERRED SUBMITTAL**

**1. Job Site Location:**

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

**2. Property Owner:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**3. Applicant:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**4. Architect/Engineer:**

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**5. Contractor Information**

Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Multi-Family	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Other
<b>NO CHARGE DEFERRALS</b>		
The following items are a separate permit, no fee to defer:		
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Com'l Cooking Hood	
<input type="checkbox"/> Fire Sprinklers	<input type="checkbox"/> Fire Suppression System	
<b>DEFERRALS</b>		
Job Description:		
Value of Project:		
<b>FEE INFORMATION</b>		
Deferred plan submittal fees are in addition to the project plan review fee based on total project value. Deferrals are 65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$100 per deferral. Deferrals are defined by plan review staff.		
<b>NOTICE</b>		
<b>DEFERRED SUBMITTALS:</b> For the purpose of this section, 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 specific period.		
Deferrals of any submittal items must have the prior approval of the Building Official. The registered design professional in responsible charge must list the deferred submittals on the construction documents for review by the Building Official.		
Documents for deferred submittal items must be submitted to the registered design professional in responsible charge who must review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. <b>The deferred submittal items must not be installed until the design and submittal documents have been approved by the Building Official.</b> (OSSC 106.3.4.2)		

<b>ACKNOWLEDGEMENTS</b>	
<b>I have read and agree to comply with the terms and conditions of this agreement.</b>	
Architect/Engineer Signature: _____	Contractor Signature: _____
Print Name: _____ Date: _____	Print Name: _____ Date: _____
<b>Approved by the City of Forest Grove Building Department</b>	Comments:
By: _____ Date: _____	