



City of Monterey Park

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BUILDING DIVISION T.626.307.1306 F.626.307.1482



Public Bulletin:

DEFERRED SUBMITTAL

(Updated 04/21/2004)

Certain elements of a project are customarily designed in detail by their fabricators or someone specializing in those elements. A deferred submittal is to postpone the plan check of those elements so that the plan-check process of the project can be expedited before the pertinent contractors or fabricators are selected.

ITEMS THAT CAN BE DEFERRED:

- Prefabricated stairs including railings;
- Prefabricated trusses or joists;
- Curtain walls, including claddings and prefabricated non-bearing wall panels that are not part of the building's lateral resistance system;
- Walk-in coolers;
- Storage racks;
- Prefabricated guardrails and handrails;
- Fire sprinkler and fire alarm systems;
- Tenant improvements;
- Precast roof or floor systems that are not part of the building lateral-resistance system; and
- Other elements that are deemed consistent with the intent of deferred submittal by the Building Official.

DEFERRAL PROCEDURE

A. For the Building Plans

1. All items to be deferred shall be listed on the plans-- City of Monterey Park requires this information to be placed on the first two sheets of the plans.
2. At respective locations (floor plans, elevations or sections, etc.) all deferred elements shall be called out with notes indicating that shop drawings of the items shall be approved by the Building Department prior to shop fabrication. Only the fabricators who are registered with the local jurisdiction can fabricate the work. Please allow sufficient time for the Building Department to review the shop drawings.
3. For curtain walls and precast roof or floor panels, the plans shall indicate the maximum weight limit of the elements with a note that re-analysis of the building by the project's **engineer of record** is required if the elements exceed the weight limit.

DEFERRED SUBMITTAL

(Continued)

B. For the Deferred Plans

1. Supplemental permits and additional plan check and permit fees are required for each deferred item.
2. The deferred portion must be in general conformance with the original design of the building. The architect or engineer of record for the building shall review the design of deferred items and verify their conformance. All deferred submittal shall bear a signed statement by the architect or engineer of record stating that he/she has reviewed the deferred submittal documents, and that they are in substantial conformance with the intent of the original design.
3. Deferred submittal documents shall be stamped and signed by an architect or engineer in responsible charge of their preparation.