



## Standard Deferred Submittals Bulletin

The purpose of this bulletin is to establish procedures for standard 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 Information

- (a) Deferrals of any submittal items shall have 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.
- (b) Table 1 in this bulletin lists the standard items allowed to be deferred. For a specific building component not listed in Table 1, a request may be made to the Building Official.
- (c) 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. Please contact 209-831-6700 or [Fire.PlanCheck@sjcfire.org](mailto:Fire.PlanCheck@sjcfire.org).

### 2. Submittal Requirements

- (a) 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 on our website or by clicking the link below:  
<https://www.cityoftracy.org/files/assets/city/v/1/ced/documents/building-safety/electronic-plan-check-requirements.pdf>

**Table 1 – Standard Deferred Submittal List**

| <b>Standard Deferred Submittal Items</b>              | <b>Building Type</b>                              |
|---|---|
| 1. Metal stairs (structural frame, handrails, guards) | Commercial and multi-family residential buildings |
| 2. Floor supported raised equipment platform          | Commercial buildings                              |
| 3. Trusses (floor, roof) <sup>1</sup>                 | All building types                                |
| 4. 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.

Please allow 1-2 business days for processing intake and approvals.

Submittals after the 3rd review and all Revisions are charged at an hourly rate with a 1/2-hour minimum. For rates & fees, please see our Master Fee Schedule on our website.

**PLEASE NOTE:**

Any non-standard deferred submittals approved by the Building Official will be subject to plan review and processing fees.