



DEFERRED SUBMITTALS, REVISIONS, AND SEPARATE PERMIT REQUIREMENTS



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The following is a guide for the submittal and review requirements for field revisions, deferred submittals, and separate permit requirements associated with construction projects.

Deferred Submittals:

Deferred submittals are those portions of the project design that are not submitted and approved during the plan review process. The Building Division allows for some elements of a project design to be deferred on a case-by-case basis, but all deferred items must have prior approval during the plan review process. [ref. CBC 107.3.4.1]

TYPICAL DEFERRED SUBMITTAL ITEMS:
Roof Trusses (nonresidential only)
Steel Stairs/Handrails/Guards
Storefront Glazing Systems
Tanks and/or Other Specialized Equipment
Solar Systems (residential only)

Procedures:

- All *approved* deferred submittals shall be listed on the cover sheet of the construction plans at time of plan review approval.
- Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them, approve them, and then 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.
- The deferred submittal items shall not be installed until the deferred submittal documents have been reviewed and approved by the Building Division.
- Additional plan review fees will be charged at the current plan review hourly rate for deferred submittal review.
- Some portions of the project may require separate permit submittals instead of being a deferred item, see the Separate Permits section below.

Separate Permits:

Some portions of the project design that are not submitted and approved during the plan review process may require separate permit submittals. These items are in addition to any required deferred submittals. The Building Division requires some elements of a project design to be completed under separate permits on a case-by-case basis, but all separate items must have prior approval during the plan review process.

TYPICAL SEPARATE PERMIT ITEMS:
Fire Sprinklers / Fire Alarm
Underground Fire Utilities
Hood and Duct Fire Extinguishing System
Exterior Building Signage
Storage Racking/Shelving
Sidewalk/Curb/Gutter Improvements

Procedures:

- All *approved* separate permit items shall be listed on the cover sheet of the construction plans at time of plan review approval.
- All separate permit items require complete permit submittal packages including application, plans, calculations, etc.

- Separate permit items shall have construction documents prepared by the appropriately licensed design professional.
- Items related to fire suppression or monitoring systems shall be permitted directly through the City of Stockton Fire Prevention Division.
- Applicable permit fees will be charged in accordance with the City’s currently adopted fee schedule.

Revisions:

All portions of a construction project shall be installed in accordance with the approved construction documents, however unforeseen field conditions are inevitable making revisions to the approved construction documents necessary. Some minor field revisions *may* be reviewed and approved by the field inspector onsite. Any significant changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval to the Building Division. [ref. CBC 107.4]

Procedures:

- All revised documents shall be stamped and signed by the registered designer in responsible charge of that specific discipline.
- Revisions that impact the overall design or revisions to project specifications that were above minimum code requirements will require concurrence from the Architect or Engineer of Record for the project.
- Revisions associated with a Request for Information (RFI), or similar, shall be accompanied by the RFI transmittal as reviewed and approved by the registered designer in responsible charge.
- All revisions to plans shall be clouded with a corresponding revision delta number. The revision delta number shall be identified on the title block of each applicable plan sheet.



- All revisions shall be accompanied by a written narrative as to the specific changes including the scope of the revision, the applicable plan sheet, and the revision cloud delta number.
- Minor field revisions *may* be approved by the field inspector at their discretion without following the procedures above.
- Additional plan review fees will be charged at the current plan review hourly rate for revision review.
- See examples below for typical revisions and the applicable process for review:

FIELD REVIEW (inspector’s discretion):	PLAN REVIEW REQUIRED:
Minor plan layout changes	Architectural / Structural design changes
Material substitutions	Accessibility (ADA) revisions
Hardware substitutions	Revisions effecting multiple disciplines
Minor framing adjustments	Utility design changes
Finish substitutions	Revisions to Stormwater Quality Design
Utility trench repair	Changes in equipment type / size
Fixture substitutions	Revisions to egress design
Minor electrical, mechanical, plumbing changes due to field conditions	Revisions to fire-rated construction