



BUILDING SAFETY DEPARTMENT  
www.ci.medford.or.us

**CITY OF MEDFORD**  
LAUSMANN ANNEX  
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## Phase Submittal Form

The purpose of this document is to provide the applicant and the City of Medford with the information required for a phased submittal.

1. Check each submittal item that is phased on the checklist and provide the valuation of each submitted item and an estimated time for each item.
2. As the phased documents and drawings are prepared for plan review, ensure that the phased submittal documents are reviewed by the design professional of record. The drawings must have a notation indicating that the submitted documents have been reviewed by the design professional of record and that they have been found to be in general conformance with the design of the building. OSSC 107.3.4.2
3. Phased submittal documents and drawings must be submitted and approved prior to the construction/installation of the phased item.
4. Additional fees will be charged for this procedure. \$100.00 minimum phasing fee plus 10% of the total project building permit fee not to exceed \$1500 for each phase.

Items which may be phased include, but are not limited to the following:

<input checked="" type="checkbox"/>	Phased Item	Date	Valuation
	1. Site Excavation		
	2. Foundation		
	3. Tenant Improvements		

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date