



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

**CITY OF MEDFORD**  
LAUSMANN ANNEX  
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MEDFORD, OREGON 97501

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## Deferred Submittal Form

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

1. Check each submittal item that is deferred on the checklist and provide the valuation of each submitted item and an estimated time for each item.
2. As the submitted documents and drawings are prepared for plan review, ensure that the deferred 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 responsible charge and that they have been found to be in general conformance with the design of the building. OSSC 107.3.4.2
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item.
4. A fee for processing and reviewing deferred submittals shall be 65% of the building permit fee for that portion of the work with a min. set fee of \$100. This fee is in addition to the project plan review fee based on the total project value.

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

<input checked="" type="checkbox"/>	Deferred Item	Date	Valuation	<input checked="" type="checkbox"/>	Deferred Item	Date	Valuation
	1 Acoustical Ceiling/Suspension System				11 Post-Tensioned Concrete Structural Members		
	2 Auxiliary Power Systems				12 Pre-Cast Concrete Structural Members		
	3 Curtain Wall Systems				13 Prefabricated Wall Panels		
	4 Electrical Systems				14 Pre-Stressed Concrete Structural Members		
	5 Emergency Call Systems				15 Shelving Systems/Racking Systems		
	6 Exit Illumination				16 Engineered trusses/shop drawings		
	7 Fire Stopping				17		
	8 HVAC Systems				18		
	9 Plumbing Systems				19		
	10 Fire rated construction				20		

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

\_\_\_\_\_  
Applicant Name