

# DEFERRED SUBMITTALS

Under normal circumstances, the mechanical, plumbing, and energy code (MEP) review is included in a building permit review. If the applicant elects to defer submittal of MEP drawings and energy code forms, this tip sheet may be used as a guide for information.

Note: While energy code review is included in the building permit review, **electrical permits** are not included and must be obtained separately by the applicant's electrical contractor/engineer from Tacoma Public Utilities (TPU). For more information, visit [www.mytpu.org](http://www.mytpu.org).

## WHAT IS A DEFERRED SUBMITTAL?

A **deferred submittal** is a portion of the design that is not provided at the time of a permit application. For example, an applicant may propose to defer submittal of mechanical drawings for a new building. In this case the building permit is considered a **parent permit** and the mechanical application is the deferred submittal. *A Certificate of Occupancy cannot be issued until all required permits are reviewed, approved, issued, and pass final inspection.*

A **phased approval** is slightly different, in that the whole design for a certain portion of work is submitted for permit review under a phased permitting schedule. In other words, the applicant divides a project up into sequenced phases of work if it meets the needs of the developer to do so. A permit may be issued for part of a project before construction documents have been submitted for the *whole project*. For example, a Site Development application may be permitted prior to a Building Permit application in order for the developer to start ground work and prepare the site. Phasing is commonly used for long term construction or if a developer wishes to prepare a site prior to postponing construction in fall/winter.

## REGISTERED DESIGN PROFESSIONAL

If a project includes deferred submittals, the applicant must call out **which items are being deferred and the date those items will be submitted** on the cover sheet of the parent permit application. The applicant will also need to authorize a Registered Design Professional in charge of confirming that the deferred submittal(s) are in conformance with the previously submitted drawings for the project. It is critical that the Registered Design Professional in Responsible Charge be identified. Otherwise, the parent permit will not be issued.

*The applicant is responsible for reviewing the construction schedule to determine if deferred submittals or phased approvals meet the project needs.*

## WHAT IS THE REVIEW TIMELINE?

Deferred submittals have separate review timelines posted online at <http://tacomapermits.org/permit-status>. If the parent permit is still in review, the deferred submittals (plumbing, mechanical, or energy code) may be uploaded to the parent permit record. If the parent permit has been issued, deferred drawings are submitted as separate applications. For example, a Registered Design Professional uploads deferred mechanical drawings to a parent permit record that is still in review. The initial review time for mechanical is 4 weeks. If required, plan corrections have an additional review time of 2 weeks.

## WHAT ARE THE RISKS OF DEFERRING?

- The Building Permit application (parent permit) may not have enough information for review and approval. In such cases, the Building Official retains the right to require revisions to the permit documents that may have originally been proposed to be deferred.
- Any construction under a parent permit is "at the holder's own risk" and "without assurance that a permit for the entire structure will be granted."

## WHAT ARE THE BENEFITS OF DEFERRING?

- When a component of the project for a building or site is still in design, it may be beneficial for review to begin for the component that is ready to submit. For example, architectural and civil design is complete while mechanical and plumbing designs have not started. The applicant may want to defer mechanical and plumbing in order to receive a partial permit for the building work to begin.

Section 107 of the IBC gives the authority to the City's Building Official to allow deferred submittals and phased approvals. Questions may be directed to Development Services staff at (253) 591-5030.

## RESOURCES

[Electronic File Standards](#)  
[Permit Review Level of Service](#)  
[Permit Types](#)  
[Pre-Application Meetings](#)  
[Resource Library](#)



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

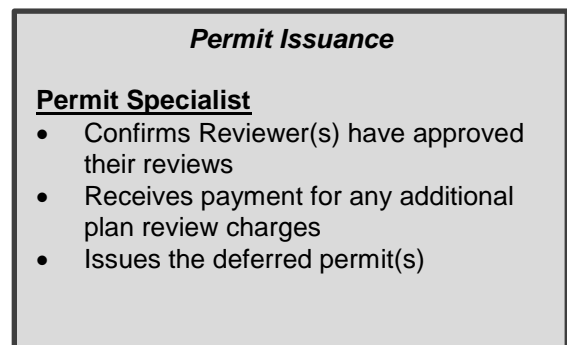
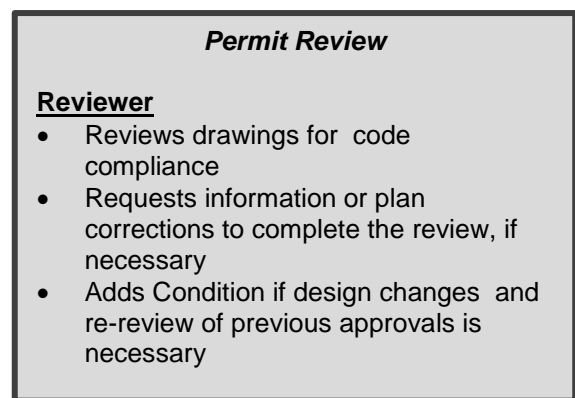
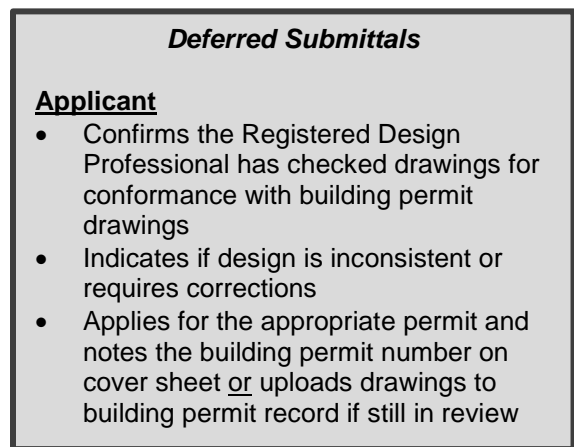
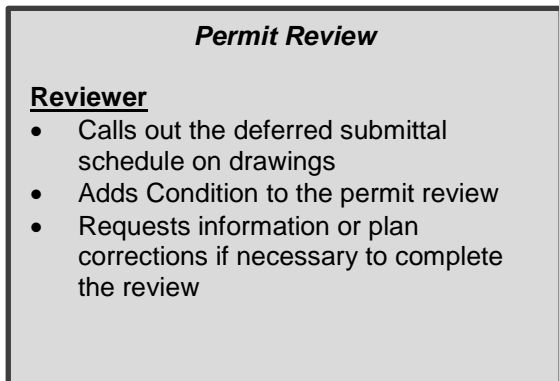
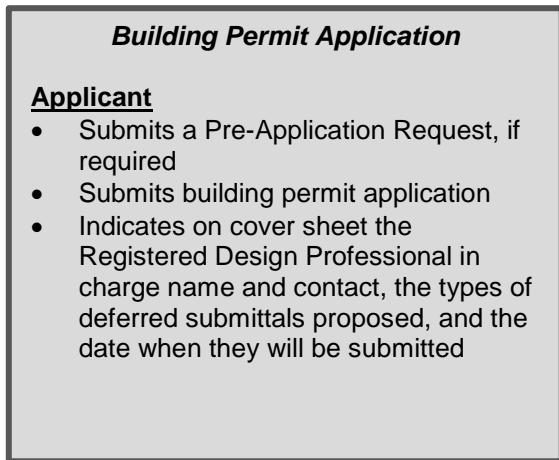
**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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## REVIEW PROCESS



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