



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street

Mailing address: 216 Prospect Street

Port Orchard, WA 98366

(360) 874-5533 • permitcenter@cityofportorchard.us

DEFERRED SUBMITTAL FORM

Please check with the City's Primary Contact (the Assigned Lead for this project) before submitting revisions using this form.

ALL REVISIONS MUST BE SUBMITTED TO THE PERMIT CENTER

1. PROJECT INFORMATION.

Permit Number:

Project Name:

Project Address:

Project Architect of Record:

Project Engineer of Record:

2. CONTACT INFORMATION.

Contact Name:

Mailing Address:

Phone Number:

Email Address:

3. ACKNOWLEDGEMENT.

I have previously discussed the proposed deferred submittal items with the City's Assigned Lead on this project. Prior approval is required, this is generally noted on the cover sheet of the approved plans.

Select one: ☐ Yes ☐ No

Signature _____ Date: _____

4. SUBMITTAL REQUIREMENTS. *Electronic submittals are preferred. Contact the Permit Center for more information. If paper copies are submitted, include one (1) copy of each item listed below.*

- ☐ Electronic submittals must comply with formatting and resolution requirements.
Information is available on the City of Port Orchard Permit Center webpage, under Other Forms.
- ☐ Completed Deferred Submittal Form.
- ☐ Deferred Submittal Matrix (see attached example):
Note: A Word version is available from the Permit Center or on City's website. You may use your own form, provided it contains the same type of information:
 - Name/type of the submitted document.
 - Page location that on previously submitted documents (approved plans).
 - Identify new documents and/or pages that are part of this submittal.
 - Description of each item.
- ☐ Plans, calculations details:
 - ☐ All sheets must be stamped by engineer or architect of record, truss calcs must be stamped as reviewed and accepted by engineer of record.
 - ☐ The title block on sheets must list the submittal date.Drawings included with this submittal:
 - ☐ Plans with details ☐ Calculations



Project Name: _____

Form completed by: _____
Name

No.	Date Deferred Submittal will be Submitted	Document	Description of Deferred Submittal <i>Be specific. Include type of plans, specs, etc</i>
1.			