



Deferred Submittal Application

City of Cottage Grove
400 Main Street
Cottage Grove, OR 97424
Phone: 541-942-3340
Fax: 541-942-1267

OFFICE USE ONLY

☐ 3 copies received ☐ fees collected ☐ submittal has proper endorsement

Received date _____ By _____

Deferred submittal permit # _____

Project location and information

Project Name	
Project Address	
Parent Permit Number	
Submittal Description	
Valuation of Deferred Submittal	

Applicant

Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
Authorized Signature:	
Print name:	Date:

Contractor

Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
Email:	
Contractor's License No.:	
Authorized Signature:	
Print name:	Date:

Notices

Fees: Plan review fee for processing deferred plan submittals shall be an amount equal to 65% of the building permit calculated in accordance with OAR 918-050-110(2) and (3) using the value of the particular deferred portion of the project with a minimum fee of \$115. This fee is in addition to the project plan review fee based on the total project value.

Deferred submittal definition: For the purpose of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period. Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official. 2014 OSSC 107.3.4.2

Plans and documentation submittal:

- Three (3) copies of plans and documentation are required
- Payment of the minimum fee (\$115) due at time of application
- Documents for deferred submittal items shall be submitted to the registered design professional who shall review them and 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 design and submittal documents have been approved by the building official.