



**PLAN REVIEW REQUEST FOR DEFERRED SUBMITTAL**  
(COMPLETED FORM MUST ACCOMPANY THE SUBMITTAL PACKAGE)

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_ Bldg/Ste. No: \_\_\_\_\_  
Project Number: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_  
Construction Type: \_\_\_\_\_ Engineer of Record: \_\_\_\_\_

**DEFERRED REQUEST**

Indicate items by placing a check in the box which a "Deferred Submittal" is requested. Include the date the plans will be submitted to the City for review.

DEFERRED ITEMS	SUBMITTAL DATE
Precast Panels – Non Fire-Rated Construction Only *	
Prefab Metal Building Plans – Non Fire-Rated Construction Only*	
Prefab Access Floor Systems*	
Prefab Curtain Wall Systems – Not Part of a Fire-Rated Assembly	
Interior Retractable Bleachers	
Canopies*	
Spires – Non Fire-Rated Construction Only	
Prefab Steel Stairs*	
Prefab Steel Storage Racks (No High-Pile Storage)	
Prefab Wood Truss Details & Layout*	
Other:	
Other:	
Other:	

\* REQUIRES AN APPROVED FABRICATOR

**ACKNOWLEDGMENTS** By signing this form, the owner(s) and all responsible parties acknowledge and agree to all of the following statements.

- **Submittal** - All deferred plans will be submitted no later than 90 days from the original plan approval.
- **Inspections Withheld** - A final inspection cannot be scheduled, Certificate of Occupancy (CO) will not be issued, and the final release of the utilities will not be granted until all deferred items have been reviewed, inspected and approved.
- **Holds on Permit** - The project will have "Restrictive Holds" entered in the computer system to identify actions to be accomplished prior to final approval, or issuing a CO. Notes will be added to print on the building permit identifying the deferred submittal items.
- **Installation Prohibited** - It is the Owner, the Owner's Project Manager, and the General Contractor's responsibility to coordinate the submittal and approval of all deferred submittal items according to the compliance date. No deferred submittal item may be installed or erected prior to the structural plans being submitted and approved for the deferred items.
- **Engineer of Record Approval** - All deferred submittal items must be reviewed and approved by the engineer of record prior to submitting the documents for plan review. The engineer must include in the structural plans the minimum required design / performance specifications. The manufacturer's title block or approval stamp on the shop drawing sheets must be marked (FOR CONSTRUCTION) and sealed on the structural plans, by the engineer of record.
- **Approved Fabricators** - All items designated with an asterisk (\*) in the table require a City of Houston Approved Fabricator. A list of approved fabricators can be downloaded at <https://www.houstonpermittingcenter.org/code-enforcement/publications.html>. For information about the Approved Fabricators Program, please contact 832-394-9043.

PRINT NAME OF OWNER OR PROJECT MANAGER \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME OF CONTRACTOR \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_