

DEFERRED SUBMITTAL FORM

Community Development – Building Division
701 Laurel St., Menlo Park, CA 94025
Tel 650-330-6704



The California Building Code, as adopted by the City of Menlo Park, requires that a complete building permit application must be accompanied by plans, diagrams, calculations, specifications, and other data as required by the building official. In general, all submittal documents must be complete and construction ready at the time of permit application.

The City recognizes that design-build is a common practice in the construction industry, and that plans and specifications for certain building elements or systems may not be available at the time of building permit application. In these instances, the building official MAY approve deferred submittal of project elements for which plans are not available at the time of permit application or issuance.

With this agreement, the undersigned applicant requests deferred submittal status for the submittal documents indicated on the following page and agrees to provide said documents in accordance with the schedule contained herein. Failure to submit deferred submittal documents or beginning work on deferred items prior to receiving approved permits for the work shall be grounds for issuance of a stop work order for the project which will remain in place until the deferred submittals have been approved.

Deferred submittal items must be listed on the plans by the design professional in responsible charge at the time of building permit application. Submit digital plans and specifications for deferred submittal elements, accompanied by a letter from the design professional in responsible charge stating that the deferred submittals are in general conformance with the building design. Deferred submittal items must be submitted within 30 days of permit issuance. One deferred submittal extension may be granted on a case-by-case basis by written approval.

All deferred submittal items, regardless of the occupancy type, will be processed as a Deferred Submittal record type associated with the BLD record type. Construction documents will be reviewed and approved by the building official prior to beginning work on the deferred elements.

Please contact the City of Menlo Park Building Division for all inquiries regarding deferred submittals:

Email: [Permit Team](#)

Phone: (650) 330-6704

Please complete the following information

Project information	
Project address:	Permit #:
Deferred submittal status is requested for the following (Check all that apply):	
<input type="checkbox"/> Awnings	<input type="checkbox"/> Glazing systems
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Lateral systems (e.g. buckling brace & connections)
<input type="checkbox"/> Curtain wall systems	<input type="checkbox"/> Metal guardrails & handrails
<input type="checkbox"/> Elevators	<input type="checkbox"/> Prefabricated stair units (steel, aluminum, or pre-cast concrete)
<input type="checkbox"/> Exterior wall panels	<input type="checkbox"/> Wooden, steel, or composite floor or roof trusses
<input type="checkbox"/> Generators – May require a separate permit	
<input type="checkbox"/> Glass guardrails	Other: _____

ACKNOWLEDGEMENT

I have read and agree to the terms and conditions of this agreement. I understand that no work for which deferred submittal status has been requested may begin prior to approval of the deferred submittals by the building official.

Design Professional Name & Company: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Owner's Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Applicant's Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Approved by the City of Menlo Park Building Division

Approved By: _____ Date: _____