

Code reference: Denver Building and Fire Code Section 133.5

How to obtain approval for deferred submittals

Deferring permitting of some items can be a useful tool for meeting tight construction timelines. Follow the steps below for approval to use this route.

1. Log in the project's plans as usual, but make sure to clearly list all deferred items in one place in the project's Code Analysis. This will include listing items from multiple disciplines together in the Code Analysis. (Deferred items should also be referenced on the relevant architectural and/or engineering discipline plan sheets.)
2. During plan review, reviewers will create a log number as a placeholder for each deferred item, and will include a partially complete "deferred submittal schedule" with their review comments. A sample schedule is shown in Table 1 (page 2).
 - a. This schedule must be completed by the contractor before the project's initial construction permit can be issued. The general contractor can submit the schedule at time of permit pick-up, either in person or by email to PlanReview@denvergov.org (for projects reviewed electronically).
 - b. The dates listed by the contractor on this schedule will be printed on the project's building permits. The contractor will also be emailed a Microsoft Outlook calendar reminder for each item's due date.
3. After the initial construction permit is issued, have the contractor schedule a pre-construction meeting with the building inspector. During this meeting, the inspector and contractor will review the list of deferred items and the dates when these items are expected to be submitted for permitting.
4. When it is time to submit the deferred items for plan review and permitting, use the log numbers that have already been assigned to these items. The log numbers will be listed on the base permits and on the "deferred submittal schedule" (page 2).
 - a. Submittal documents for deferred items must include a note from the design professional in responsible charge that they were reviewed by the design professional and were found to be in general conformance with the design of the building.
 - b. Hourly review fees for deferred submittals are listed at www.denvergov.org/DSfees.
5. A certificate of occupancy will only be issued once all items, including those listed as deferred, are permitted and inspected.

What can be deferred?

- 2-way communication (elevator refuge area)
- Access-control door hardware
- Carbon dioxide systems
- Conveyances
- Curtain wall system
- Emergency alarm systems
- Emergency responder radio enhancement systems
- Factory-fabricated wood trusses
- Fire alarm systems
- Fire extinguishing systems
- Generators
- Hazardous operations and process piping
- High-pile storage
- Kitchen hood suppression
- Precast concrete
- Pre-manufactured, light-gauge structural metal framing
- Smoke control systems, including Firefighter Smoke Control Panels (FFSCP)
- Spraying or dipping operations (flammable)
- Stairways and guardrails
- Walk-in coolers and freezers

If a deferred submittal date is missed

If the deferred items are not submitted for permits according to the schedule set forth by the contractor, the contractor may be unable to request further inspections on the initial permit. To modify the schedule, please contact the project's plan reviewer.

Inspections of deferred items

Unless submitted as a resubmittal during the initial plan review, all deferred items will have their own permits, separate from the initial permits. Make sure to schedule inspections of deferred and non-deferred items on the correct permits. All permits must have an approved final inspection before the project is eligible for a certificate of occupancy.

Permit status is available at www.denvergov.org/epermits. Use "related records" in e-permits to view all permits on a project.

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Each project is responsible for obtaining permits for any work that was not included in the scope of the initial building permit. Failure to do so will delay inspections and building occupancy.

Table 1. Deferred Submittal Schedule

All fields are required.

Today's date: _____

Project log number: _____

Project address: _____

Contractor/Project Manager:

Name: _____

Company: _____

Email address: _____

Phone: _____

Description of Deferred Submittal Item <i>(These will be listed by CPD staff based on the items identified as "deferred" on submitted construction drawings.)</i>	Deferred Submittal Log Number <i>(Provided by CPD staff)</i>	Date Item will be Submitted for Permits <i>(Provided by applicant)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Instructions:

This schedule must be completed and submitted by the contractor before the project's initial construction permit can be issued. The items and dates listed above will be printed on the project's construction, electrical, mechanical, plumbing, or other permits as relevant. The email address listed above will receive a Microsoft Outlook calendar reminder for each item's due date. To modify the schedule, please contact the plan reviewer who sent the Outlook reminder.

A pre-construction inspection is required.

Go to www.denvergov.org/BuildingInspections to schedule the pre-construction inspection.