



Building Division
736 F Street
Arcata CA 95521
permits@cityofarcata.org

DEFERRED SUBMITTAL

Description

A deferred submittal is information or plans concerning portions of the proposed structure that will be submitted for review after the original permit is issued. Deferred submittals must be listed as a condition of the original permit issuance and could include, but are not limited to, steel trusses, roof hatch, concrete mix design, steel erection plans, etc. A Deferred Submittal is only for Building permits.

Submittal Requirements

- Resubmit / Revision / Deferral Application form with “Deferral” box checked.
- 2 copies of plans.

Procedural Information

The applicant must clearly describe the deferred submittal on the form.

Check to ensure that the deferred submittal is within the scope of work, and is listed as a condition or deferred submittal, on the original permit.

If the deferred submittal is beyond the scope of work of the original permit, the customer must obtain an additional permit, not a deferred submittal. Follow the appropriate procedure for that permit application.

Scope of Work

The scope of work which is submitted with the original building permit application should describe, as clearly and completely as possible, what the deferred portion of the work will be, and why it is deferred.

Reference the original permit number on revision form.

Update the scope of work on the deferred submittal.

Fee Calculation

Intake Fees: A 1-hour plan check fee will be charged.

Issuance Fees: Additional fees will apply if review is more than one hour.

Permit Issuance/Extension

A new permit will not be created or issued for deferred submittals.

The applicant will receive a job copy of plans along with the revision form.

Plans and the revision form are scanned and added to the Building file.