



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2015-01

Supersedes: N/A

Effective: Immediately

Initiator: Ralph Shepard *RS*

Director: Debra Stark *DS*

**PURPOSE:** To define and coordinate procedures concerning Deferred Submittals

**REFERENCE:** Maricopa County Building Codes, 107.3.4 & 107.3.4.1

**APPLICABILITY:** During the plan review process for commercial projects, details or shop drawings are often required for such things as fire alarm & fire sprinkler systems, trusses, joists & girders, special equipment, etc. This process allows for these details or shop drawings to be submitted at a later date, after the permit is issued.

#### **POLICY/PROCEDURE:**

##### **1. Prior To Permit Issuance**

###### **a. Deferred Submittal Request:**

- 1) The registered design professional is to submit a letter (see attached example) for deferred submittal request.
- 2) Request must be on the registered design professional's letter head.
- 3) Letter must be received and approved by Maricopa County Building Official prior to approval of the construction documents.
- 4) List of deferred submittals must be shown on the plans and must include the specific language of the Maricopa County Building Codes section 107.3.4

##### **2. After Permit Issuance**

###### **a. Deferred Submittal Documents:**

- 1) Three (3) copies of the appropriate building plans and calculations, if applicable.
- 2) Include a stamp or statement from the registered design professional in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
- 3) Fire sprinklers/alarms systems must also be approved by the State Fire Marshall or Local Fire Jurisdiction before they are submitted to Maricopa County.

3. **Fees.** Review of deferred submittals are done on an hourly rate. Fees must be paid in order to schedule inspections.



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*Deferred Submittals Request Form Sample*  
*(Use your company letterhead and include the below information)*

Date: \_\_\_\_\_

Maricopa County  
Attn: Chief Building Official  
Planning & Development  
501 N. 44<sup>th</sup> Street Suite 200  
Phoenix, AZ 85008

RE: Permit Number: \_\_\_\_\_  
Deferred Submittal(s)

I/We respectfully request the following item(s) for deferred submittal on this project:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_