



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2018-05

Supersedes: DD-2015-01

Effective: Immediately

Initiator: Tom Ewers

Director: Jen Pokorski - JP

**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

#### Deferred Submittal Request:

1. The registered design professional is to submit a letter (see attached example) for deferred submittal request. The letter must also declare a deadline date for submitting the deferred submittals. The default deadline will be 60 days prior to final inspection. Also, before submitting a letter ensure that the deferred submittals are actually needed. Many times a request to defer fire alarm and fire sprinkler plans for a small tenant improvement (T.I.) is not needed since no work will be done to the existing systems.
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
5. The Building Official will send a written approval letter. The letter will be attached to the electronic permit record. A Condition will be printed on the permit requiring submittal of deferred submittals per that letter.
6. The permit will also have a Required Inspection regarding deferred submittals that must be passed prior to drywall inspections, unless removed by the Building Official.

##### 2. After Permit Issuance

#### Deferred Submittal Documents:

1. Submit 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

3. been reviewed and found to be in general conformance to the design of the building.
4. Fire sprinkler and fire alarm 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 by a third party consultant to Maricopa County and are charged at 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  
301 W. Jefferson Street Suite 170  
Phoenix, AZ 85003

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: \_\_\_\_\_