



City of Carmel-by-the-Sea  
Building Safety Division  
Standard Operating Guidance

## 17-16 Deferred Submittals

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### Background

The CA Building Code, as adopted by the City of Carmel-by-the-Sea, states “107.3.4.1 Deferred Submittals. Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.”

### Citations

Carmel Municipal Code (CMC) Title 15, Buildings and Construction  
CA Building Code Sec. 107.3.4.1

### Guidance

When deferred submittals are related to elements of building permit construction documents, they will be accepted and reviewed as revisions to the construction documents submitted with the building permit application.

Permits are required for most electrical, plumbing, mechanical, and fire protection system work. As a courtesy to allow for bidder designed systems, permit applications and construction documents for these systems may be deferred at the time of building permit application with the approval of the building official. A list of deferred submittals shall be submitted to the building official on a City of Carmel, Deferred Submittal Agreement for approval by the building official at the time of building permit application. Deferred submittal construction documents shall be submitted along with a permit application for the work described in accordance with the Deferred Submittal Agreement.

Plan review fees for deferred permits shall be paid at the time of application, and permit fees in accordance with the City fee schedule shall be paid prior to issuance of permits for deferred work.

**EXCEPTION:** CMC 15.08.040 states “A single permit encompassing building, electrical, gas, plumbing, and mechanical work, shall be issued for all *single-family residential* work only when more than one trade is involved. This fee shall be according to Table 1-A.”

(Emphasis added).

When plans for electrical, plumbing and mechanical work related to single family residential construction are deferred, they shall be submitted as if for a new permit, however, the fees for these subordinate (child) -permits shall be included in the fees paid at the time of building permit application/issuance.

All deferred submittals, regardless of the occupancy type, shall be processed as new permit applications associated with a master (parent) building permit. Construction documents will be reviewed and approved by the building official prior to beginning work on the deferred elements. Beginning work on deferred elements 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.