



**This form to be submitted with documents and specifications for deferred submittal(s) listed on the Santa Cruz County issued plans.**

The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

**Project Information** Staff will assign Deferred Submittal Permit No. \_\_\_\_\_

Notice to Applicants for Commercial Building Permits: [AB3002](#) Reference Issued Permit No. \_\_\_\_\_

[ePlan](#) electronic submittal required for all projects requiring a review. Permit status and corrections must be tracked [online](#)

APN: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Legal Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant** License No. \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Design Professional in Charge (if any)** License No. \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Deferred Submittal** Indicate relevant information including sheets, reports, authors, dates, listings, etc.

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**Acknowledgements** To be completed by the Owner, and the Engineer or Architect

**Property Owner** Sign and date  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, we confirm that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building prepared under our responsibility.

**Apply California State registered architect or engineer** (signature and stamp below, if applicable)

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

- Deferred Submittal Requirements**
- The Project Engineer or Architect of Record must approve any plans and calculations before these are submitted to the Building Division.
  - The Building Division must review and approve the deferred submittal documents BEFORE the installation of any deferred submittal items.
  - The approved documents of the deferred submittal items must be at the job site during the inspection of the deferred items.