

Bulletin 28: Deferred Submittals

Date: April 14, 2026

Effective date: April 14, 2026

Amended:

To: All Contractors

From: Fred Clum, Chief Building Official

Subject: Deferred Submittals on Building Permits

Purpose: To provide applicant guidance when a licensed contractor or design professional desires to submit a building permit for review and approval, by the Chief Building Official, prior to submittal of deferred submittal items, such as shop drawings, trusses, or drawings for elements designed by other design professionals, as authorized in Chapter 1, Section 107.3.4.1, of the currently adopted Florida Building Code.

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*.

APPROVED. Acceptable to the *building official*.

BUILDING OFFICIAL. The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative.

REGISTERED DESIGN PROFESSIONAL. An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or *jurisdiction* in which the project is to be constructed. This includes any registered design professional so long as they are practicing within the scope of their license, which includes those licensed under Chapters 471 and 481, *Florida Statutes*.

General: Deferred Submittals must be requested when submitting a building permit for review, prior to issuance of the building permit. No inspections may be conducted on items identified as deferred submittals until such items have been submitted to the Building Official for review and approval. An inspection hold is place on any permit with deferred submittals items. Per Collier County Bulletin #2, deferred submittals are not allowed on permits when a Private Provider is involved. All construction documents must be submitted at time of application. Deferred submittals are allowed on permits that have requested a Phase Permit per Collier County Bulletin #17, if they are not included in the phase scope. Deferred submittals are not allowed when mastering a building permit per *Florida Statute* 553.794. Deferred submittals are not allowed for windows, doors, storefronts, roof materials, roof coverings, vents, etc.

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Requesting Deferred Submittals: The design professional or contractor identifies any items requiring shop drawings that will be requested as a deferred submittal. As part of the building permit application, a letter shall be provided listing the requested deferred submittals. The letter shall be signed by the Owner, Design Professional, and General Contractor, and acknowledge that once the permit is issued, an Inspection Hold will be placed on the permit until one or more revision is approved for missing documents, Specialty Engineering and/or Shop Drawings.

Requesting Inspections with Deferred Submittals: To request an inspection on an issued building permit with a deferred submittal, the applicant must email an inspection request to the building department. The inspection request email should be sent to all Chief Inspectors no matter what trade the inspection is for. The email should include the permit number, building address, inspection number and date of requested inspection.

Submitting Deferred Submittals: Any items that were requested as a deferred submittal shall be submitted as a revision to the building permit. The drawings must be digitally signed and sealed by the design professional responsible for the shop drawings. The design professional of record for the building permit **and** contractor must submit a digitally signed and sealed letter that they have reviewed the referenced shop drawings and that they are in conformance with the design of the building. Once all deferred submittals have been submitted as revisions, the Inspection Hold condition will be resolved. Any stamp, markup, or modification (review stamp or digital signature) will invalidate original signature – this must be separate document.

History: New bulletin to clarify Deferred Submittal process.

Fred Clum, Chief Building Official

