

Deferred Submittal Request Guide

This document is intended to offer guidance for the deferred submittal process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.

This guide contains general guidance on how to submit a deferred submittal request to the Chief Building Official.

QUICK TIPS

Accela Instructions

See [Guide to Starting an Online Permit Application](#) for easy-to-follow instructions.

Accela Application Type

Select Accela Record:

- Alternative Methods and Materials Request or Code Interpretation.
- Type: Deferred Submittal Request.

Important Note

Use of an incorrect record type may delay your request.

Definition

Deferred Submittal

- Portions of a project design that are not submitted at the time of the permit application.



Deferred Submittal Request Application Guide

DOCUMENTS

- D1. Detailed description of the deferred submittal request.
- D2. Supporting documentation.
- D3. Plans (if available).

PROCESS

- P1. Create Accela Record.
 - a. Select Application Name:
 - “Alternative Method and Materials Request or Code Interpretation.”

▼ BUILDING RECORDS

- Add Contact to a Building Record
- Add Contractor License To a Record
- Alternative Methods and Materials Request or Code Interpretation

- P2. Enter street address for proposed project.
- P3. Enter required contact information.
- P4. Enter abbreviated description to application.
- P5. Select Type:

- “Deferred Submittal Request.”

Type

GENERAL

*What type of Building Official determination are you applying for?:

Code Interpretation ▼

- Select--
- Alternative Methods and Material Request
- Code Interpretation
- Deferred Submittal Request

Attachment

- P6. Upload required documentation as a single, combined, multi-page PDF file.
 - a. Select document type “Building Plans – Contractor Signed,”
 - OR**
 - b. “Secured Building Plans – Contractor Signed” (when required).

*Type:

--Select--

- Select--
- Building Plans - Contractor Signed
- Secured Building Plans - Contractor Signed

File: My Co

- P7. Submit application.
- P8. [Applicable fees](#) will be due once the application has been accepted.

QUICK TIPS

Signature Requirements

Plans submitted for a Code Interpretation are not required to be signed/sealed.

When Required

Secure designations apply to properties exempted from public records per [Florida State Statute 119.071](#).

Important Note

Use designated document types even if no plans are included in the request.