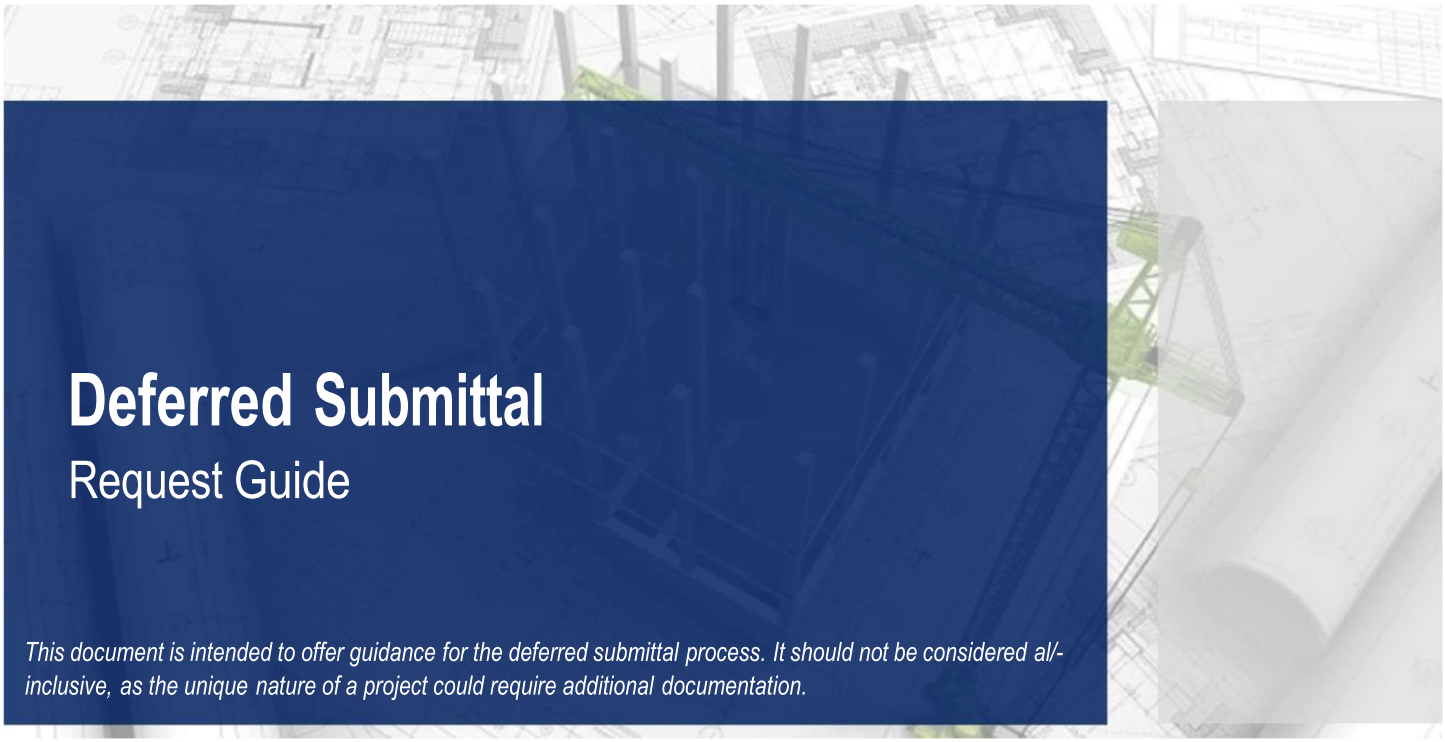


This guide contains general guidance on how to submit a deferred submittal request to the Chief Building Official.

Accela Instructions

See Guide to Starting an Online Permit Application for easy-to-follow instructions.

Accela Application Type

Select Accela Record:

- General
    - 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.

Documents

D1. Detailed description of the deferred submittal request.

D2. Supporting documentation.

D3. Plans (if available)

Signature Requirements

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

Process

P1. Create Accela Record.

a. Select group title “General”.

b. Select Application Name:

a. “Alternative Method and Materials Request or Coded Interpretation” and click “Continue Application”

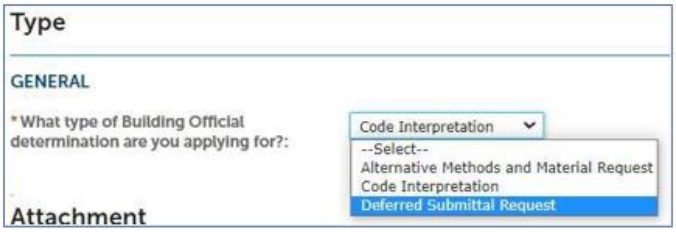
P2. Enter street address for proposed project.

P3. Enter required contact information.

P4. Enter abbreviated description to application.

P5. Select Type:

a. “Deferred Submittal Request”.

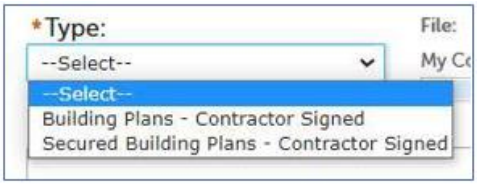


P6. Upload required documentation as a single, combined, multi-page PDF file.

a. Select document type “Building Plans – Contractor Signed,”

OR

b. “Secured Building Plans – Contractor Signed” (when required)



P7. Submit application.

P8. Applicable fees will be due once the application has been accepted.

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.

Accela Guide

Deferred Submittal Request

Designer/ Contractor/ Architect
Letterhead

Date: _____ **Attn:** City of Tampa
Development & Growth Management Department
Construction Services Division

RE: REQUEST FOR DEFERRED SUBMITTALS (FBC 107.3.4.1)

Dear Building Official,

The following items are identified as deferred design submittal request for (PROJECT NUMBER) located at (PROJECT ADDRESS). Plans for each of the deferred submittals listed below shall be submitted to the City of Tampa for review and approval. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by revision record by the building official or designee.

Design Element	Drawing Reference	**Notes / Comments**
ABOVE GROUND FUEL STORAGE CAPACITY	A1.02 C-4.1	
FUEL DISPENSING FACILITY	A1.02 C-4.1	
CURTAIN WALL	A4.01 A4.02 A4.03	
COLD ROLLED METAL FRAMING	S4.02	
EXTERIOR CLADDING	A6.12	
METAL PAN AND PLATE STAIRS	A6.31 A6.32 A6.33 A6.34	

I have reviewed this documentation and it is in conformance to the design of the building.

(Name of registered design professional in responsible charge)

Design Professional sign/seal

Example