



DEFERRED SUBMITTALS and PERMIT GUIDELINES

Town of Atherton
Building Department
80 Fair Oaks In
Atherton, California 94027
Phone: (650) 752-0560

Certain elements may be defined at a later date those elements are considered either a deferred submittal or a deferred permit. Depending on the size and scope of the project elements may be deferred at the discretion of the building official. It is the responsibility of the applicant to have completed and submitted to the building department with adequate time for review.

Failure to submit deferred submittals with adequate time for review may result in cancelled inspections or a delay in obtaining a Certificate of Occupancy. *No inspection may occur for a deferred element if it has not been approved by the building department.*

Deferred Submittals

On the cover sheet of the plans provide a list identifying those elements of the design that will be considered as deferred submittal items. Include a note which states that "two (2) copies of each deferred submittal will first be provided to the architect and/or engineer-of-record, who will then review the documents and submit them to the Building Department with notations indicating that the submittals conform to the design of the building."

The design professional or contractor, when allowed under the Business and Professions code, responsible for the design of the deferred submittal items, must stamp and sign those drawings and calculations for which they are responsible.

The list of deferred submittal items may include:

1. Fire sprinklers: (Separate submittal to Menlo Park Fire Protection District is required.)
2. Truss layout and calculations
3. Steel stairs
4. Structural glass
5. Fire-rated glass
6. * HVAC duct and equipment sizing
7. * Mechanical ventilation systems, where natural ventilation is not provided
8. * Gas piping, single-line drawing, pipe sizing, and demand in Btu/hr
9. * Single-line drawings for electrical services greater than 600 amps

**Deferrals 6, 7, 8, or 9 are limited to large site developments unless specifically approved.*

When deferred submittals are delivered to the Building Department for review they must be accompanied by a completed [Revision/Deferred Submittal Application](#) all submittals will be made through the [Building Department ePlan Submittal Portal](#)



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Deferred permits are an element defined at a later date that requires its own separate building permit. Refer to the [FAQ what needs a separate building permit](#) for clarity. Deferred permits are separate stand alone elements and their construction documents must be of sufficient depth and clarity to demonstrate compliance with the applicable codes and laws. Construction documents submitted in association with another permit that the deferred permit relies on will need to be resubmitted in association with this deferred permit and may include Arborist Reports, Geotechnical Investigations, Surveys etc.

Deferred Permits

Many construction projects require additional permits that must be issued and, in most cases completed, prior to the final approval of the project. A form is available online at <http://www.ci.atherton.ca.us/index.aspx?nid=153> or at the Building Department counter for the deferred permit request. The following two permits may be postponed when requested in writing:

1. The [Landscape Screening Permit](#) must be submitted prior to a framing inspection.
2. The [Water Efficient Landscaping Permit \(WELO\)](#) must be submitted prior to installing the landscaping or irrigation system.
3. [Swimming pools](#)
4. Entry gates and Fence
5. Minor/Miscellaneous landscape structures

When deferred submittals are delivered to the Building Department for review they must be accompanied by a completed [Building Permit Application Form](#) and will be assigned a new and separate building permit number all submittals will be made through the [Building Department ePlan Submittal Portal](#)