



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** All applicants must fill out this section

Notice to Applicants for Commercial Building Permits: [AB3002](#)

[ePlan](#) electronic submittal required for all projects requiring a review. Permit status & corrections available [online](#).

APN: _____	Date: _____
Project Address: _____	
Legal Owner: _____	Email: _____
Owner Address: _____	Phone: _____

<b>Applicant</b>	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

<b>Design Professional in Charge</b> (if any)	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Deferred for No. B- _____	Enter the issued permit number (e.g. B-123456)
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**Deferred Submittal** Indicate relevant information including sheets, reports, authors, dates, listings, etc.

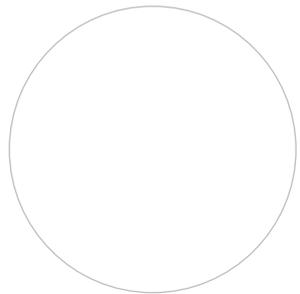
**Acknowledgements** To be completed by the Owner, and the Engineer or Architect

**Property Owner** Sign/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.
1. Create a new project in the ePlan portal.
  2. Upload the APP file with a submittal checklist (PLG230) and application form (PLG206).
  3. DEF: Typically submit the deferred items only (e.g. PV system, truss package, product reports, etc.) and any applicable engineer review letters or PLG300 forms.