



DEFERRED SUBMITTALS and PERMIT GUIDELINES

Town of Atherton
Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560

Certain deferred submittals are allowed, depending on the size and scope of the project. It is the permit holder's responsibility to make deferred submittals to the Building Department prior to installation and allow for sufficient time to review and approve the submittal. Failure to make deferred submittals with adequate time may result in cancelled inspections or a delay in obtaining a Certificate of Occupancy.

Deferred Submittals

On the cover sheet of the plans provide a list of the drawings or documents, 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 application, available at: <http://www.ci.atherton.ca.us/index.aspx?nid=153>

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:

- The **Landscape Screening Permit** must be submitted prior to a framing inspection. Requirements are available at <http://www.ci.atherton.ca.us/index.aspx?NID=154>
- The **Water Efficient Landscaping Permit (WELO)** must be submitted prior to installing the landscaping or irrigation system. Requirements are available at <http://www.ci.atherton.ca.us/index.aspx?NID=154>