



Building Department
 21630 11th Avenue South, Suite D
 Des Moines, WA 98198
 (206)870-7576 fax:(206)870-6544
 www.desmoineswa.gov

Deferred Submittal Cover Sheet

Project / Permit #: _____ Date: _____

Project Name: _____

Project Address: _____

Applicant Information

Contact Person: _____

Company Name: _____ Phone #: _____

Email: _____ Fax #: _____

Submittal Information

A DEFERRED SUBMITTAL contains new information that was not included with the original submittal of a permit application. This is not for Revisions or Corrections.

Submittal Requirements
 All deferred submittals MUST contain the following:

1. A completed City of Des Moines Deferred submittal form.
2. A written letter to the City that shows an itemized summary of your submittal (must include sheet and detail numbers).
3. All new/additional information MUST BE CLOUDED or HIGHLIGHTED on each plan set.

Describe the deferred submittal:
(be specific)

For Office Use Only

Routing:	Routed to:	Approved By:	Date:
<input type="checkbox"/> Building	_____	_____	_____
<input type="checkbox"/> Planning	_____	_____	_____
<input type="checkbox"/> Transportation	_____	_____	_____
<input type="checkbox"/> Surface Water	_____	_____	_____
<input type="checkbox"/> Fire Department	_____	_____	_____

Plan Check Fees: _____ hours @ \$138.00 per hour = _____

Inspector Fees: _____ hours @ \$138.00 per hour = _____