



# City of Kyle Building and Code Services

## Deferred Submittal Checklist

This checklist is intended to assist applicants in preparing Deferred Submittal Packages for the City of Kyle Building Department. All deferred items must comply with the currently adopted codes and City of Kyle amendments.

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### Project Information

- **Project Name:**
- **Project Address:**
- **Permit Number:**
- **Applicant / Contact Person:**
- **Phone / Email:**
- **Design Professional of Record (DPR):**

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### General Requirements

- ☐ Deferred submittals must be listed on the approved plan set at the time of permit issuance.
  - ☐ Deferred items may not be installed prior to written approval from the Building Department.
  - ☐ Each deferred package must include a transmittal letter describing the item(s) submitted.
  - ☐ Deferred documents must be signed, sealed, and dated by the Design Professional of Record, when applicable.
  - ☐ Provide a revision cloud or notation identifying changes when resubmitting corrected documents.
  - ☐ All documents must be submitted electronically through the City's permitting portal.
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## Deferred Submittal Categories

Check all applicable deferred items being submitted.

### Structural

- ☐ Prefabricated Roof Trusses
- ☐ Prefabricated Floor Trusses
- ☐ Pre-engineered Metal Building Components
- ☐ Steel Joists / Joist Girders
- ☐ Structural Steel Shop Drawings
- ☐ Concrete Mix Designs
- ☐ Post-Tension Shop Drawings
- ☐ Fire-Resistant Joint Systems
- ☐ Anchoring / Fastening Systems

### Architectural

- ☐ Storefront / Curtain Wall Systems
- ☐ Glazing Systems
- ☐ Interior or Exterior Finish Assemblies Requiring Engineering

### Mechanical / Electrical / Plumbing (MEP)

- ☐ Fire Sprinkler System Plans
- ☐ Fire Alarm System Plans
- ☐ Kitchen Hood / Suppression Systems
- ☐ Specialized Mechanical Systems (e.g., medical gas)
- ☐ Electrical Equipment Shop Drawings
- ☐ Plumbing Specialty Systems

### Other Deferred Items

- ☐ Specialized Equipment
  - ☐ Manufacturer Installation Specifications
  - ☐ Any other items approved for deferred submittal by the Building Official
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## Required Documentation for Each Deferred Submittal

- ☐ Complete set of shop drawings or engineered documents
  - ☐ Manufacturer specifications and product data sheets
  - ☐ Design Professional of Record approval stamp (required on all engineered items)
  - ☐ Calculations (if applicable)
  - ☐ Texas Engineer Seal
  - ☐ Narrative describing scope and confirming compliance with approved construction documents
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## Final Notes

- Deferred submittals may not delay inspections; missing or unapproved deferred items may result in failed inspections.
  - It is the applicant's responsibility to track all deferred items and ensure timely submission.
  - The building department must be notified in writing of any deferred submittal or plan change documents when they are added to the permit for approval.
  - Deferred submittal items may require additional plan review and fees.
  - Contact the City of Kyle Building Department for questions or guidance.
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## City of Kyle Building Department

Website: <https://www.cityofkyle.gov/doing-business/building-services-and-permits/>

Phone: 512-262-3911 or 512-201-6113

Email: [All-Building@cityofkyle.com](mailto:All-Building@cityofkyle.com)