

Sample Text

(revision date September 21, 2022)

At-Risk Letter to be written on Letter Head of the design professional.

Design Professional's At-Risk Letter for Deferred Submittals to be written using the Design Professional's letterhead.

With respect to the Building Code review of the Building Permit Application (BLDC-\_\_\_\_\_);  
property address:\_\_\_\_\_ ) and pursuant to  
Section 107.3.4.1 Deferred submittals (International Building Code 2018), I, as Design Professional in  
Responsible Charge, request that this application be reviewed for permit issuance subject to Deferred  
Submittal of the following design documents:

\_\_\_\_\_  
[example: space plant layout, fixed assembly seating, pre-manufactured truss, pre-engineered metal building  
systems, building frame, etc.]

As attested to by my seal, signature and date on this letter, I, as Design Professional in Responsible Charge,  
shall review the Deferred Submittal(s) when available and forward them to the Building Official for review,  
approval and issuance of an Addendum Permit, in accordance with the Ordinance of the City of Tulsa. I shall  
submit the documents with annotation that the Deferred Submittal documents have been reviewed by me  
and have been found to be in general conformance to the design of the building.

The building Owner by signature below further attests to agree that the Deferred Submittal items shall not  
be installed until the design and submittal documents have been approved by the Building Official.

Print Name:\_\_\_\_\_  
(Design Professional in Responsible Charge)

Signature:\_\_\_\_\_  
(Design Professional in Responsible Charge)

Date:\_\_\_\_\_

Print Name:\_\_\_\_\_  
(Building Owner)

Signature:\_\_\_\_\_  
(Building Owner)

Date:\_\_\_\_\_

\_\_\_\_\_  
(Oklahoma Seal of Design Professional in Responsible Charge)