What is a submittal?

**Answer**

A *submittal* refers to the written and/or physical information provided by a responsible contractor (i.e., contractors and subs) to the general contractor. This information is submitted to the design team for approval of equipment, materials, etc. before they are fabricated and delivered to the project. Submittals can be presented in various formats, such as shop drawings, cut sheets on equipment, and material samples. Submittals are required primarily for the architect and engineer to verify that the correct products and quantities will be installed on the project in compliance with the design documents/contract documents.[1] When enabled in your company’s Procore account, Procore provides a Project level Submittals tool.

**Common Types**

- Shop drawing, material data, product samples, or other product data (e.g., blueprints, product manuals, etc.)

**Construction Process**

- Submittals are often created by a project manager and/or a contractor (or subcontractor) to request information from the responsible subcontractor about the specific items planned for fabrication and/or installation on a project. Once the subcontractor has submitted the information (e.g., materials data, product data, product samples, shop drawings, and more), the project and design teams review the submissions to make sure the information complies with the project drawings and specifications. Once approved, the submittal is returned to the subcontractor, which signifies that the work (or fabrication) is approved for construction.

**Potential Approval Workflows**

In Procore, an *approval workflow* designates the list of individuals who respond to submittals (i.e., approve, reject, etc.) in accordance with the rules that have been determined by the *approval framework* and *approval process* being used.

- **Subcontractor** *(submits)* > **GC** *(reviews)* > **Architect** *(reviews)* > **GC** *(distributes)* > **Subcontractor** *(receives and prepares work)*

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- **Subcontractor** *(submits)* > **GC** *(reviews)* > **CM** *(reviews)* > **Engineer** *(reviews)* > **Architect** *(reviews)* > **CM** *(reviews)* > **GC** *(distributes)* > **Subcontractor** *(receives and prepares work)*

- **Subcontractor** *(submits)* > **GC** *(reviews)* > **CM** *(reviews)* > **Engineer** *(reviews)* > **Architect** *(reviews)* > **CM** *(reviews)* > **Owner's Rep** *(reviews)* > **GC** *(distributes)* > **Subcontractor** *(receives and prepares work)*
Learn how to manage your submittals in Procore: Submittals

See Also

- What is a 'Draft' Submittal?
- What is a submittal revision?

If you would like to learn more about Procore’s submittals management software and how it can help your business, please visit our construction submittals software product page here.