



# BUILDING & SAFETY DIVISION CITY OF BURBANK

PLAN CHECK: \_\_\_\_\_

DATE: \_\_\_\_\_

## SIGN PLAN CHECK CORRECTION LIST

*BEFORE APPROVAL FOR CODE COMPLIANCE OR ISSUANCE OF A BUILDING PERMIT, THE PLANS AND APPLICATION FOR THIS CONSTRUCTION REQUIRE THE INFORMATION, REVISIONS, AND CORRECTIONS INDICATED BELOW. THE APPROVAL OF PLANS AND SPECIFICATIONS DOES NOT PERMIT THE VIOLATION OF ANY SECTION OF THE BUILDING CODE, OTHER ORDINANCES, OR STATE LAWS.*

<b>BUILDING ADDRESS:</b>		
<b>PROJECT TYPE:</b>	<b>VALUATION:</b>	
<b>OCCUPANCY:</b>	<b>USE OF STRUCTURE:</b>	
<b>TYPE OF CONSTRUCTION:</b>	<b>BUSINESS NAME:</b>	
<b>PLAN CHECK ENGINEER:</b>		
<b>PHONE:</b>	<b>EMAIL:</b>	

Building permit application expires on: \_\_\_\_\_  
*(Building Permit Plan Check Application will expire 180 days after the date of plan check fee receipt.) It is the responsibility of the Applicant/ Owner to request a Plan Check Extension in writing prior to the expiration date.*

<b>CONTACT:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>CORRECTION:</b>	<b>CORRECTION:</b>	<b>CORRECTION:</b>

The following are items that remain to be corrected:

<b>Corrections on Sheet #</b>	<b>Required</b>
<b>A. PLAN RECHECK:</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li><b>Provide updated correction drawings, uploaded to ProjectDox for electronic review.</b></li> <li>Sets must be complete. Upload each sheet of the drawings as an individual file.</li> <li>See the marked-up set of plans for additional corrections. Red marks apply to all similar conditions.</li> <li>Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist. Provide a written response to each comment and show where and how it has been addressed. Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process.</li> <li>Itemize any changes, revisions, or additions made to drawings that are not a direct answer to a correction on a separate sheet.</li> </ul>
<input type="checkbox"/>	All plans and calculations shall be stamped and wet signed (or electronically stamped and signed) by an architect or engineer licensed by the State of California. <b>(BP 5537, 6735)</b>
<input type="checkbox"/>	Plans are illegible and/or prints are too light/dark. Provide clear and legible plans for review.
<input type="checkbox"/>	<b>Submitted plans and related documents are not complete. Additional reviewing time may be necessary upon re-submittal. Please submit complete plans for review.</b>
<b>B. ADDITIONAL FEES:</b>	
<input type="checkbox"/>	Significant changes to the original scope of work will require a modification to the Construction Valuation. Valuation is raised to: \$ _____
<input type="checkbox"/>	Excessive number of resubmittals. Additional Plan Check fee will be required after the third review on an hourly rate basis.
<input type="checkbox"/>	The permit application is nearing the expiration date. Submit the Plan Check Extension Request form prior to the expiration date.
<input type="checkbox"/>	The permit application has passed the expiration date and is considered cancelled. To reinstate the plan check, submit the Plan Check Reinstatement Request form

<b>C. DEPARTMENTAL CLEARANCES:</b>		
<input type="checkbox"/>		<b>ALL CLEARANCE SIGN-OFFS ARE TO BE PROVIDED THROUGH PROJECTDOX:</b> Upon Plan Check completion and approval, the Plan Check Engineer will verify that all departments have provided approval/clearance of documents and thereby provide final electronic approval. Applicant will be required to print out 1 set to provide for General Contractor.
<input type="checkbox"/>		<b>BWP/ Water Division</b> 164 W. Magnolia Boulevard
<input type="checkbox"/>		<b>BWP/ Electrical Division</b> 164 W. Magnolia Boulevard
<input type="checkbox"/>		<b>Fire Department</b> 311 E. Orange Grove Avenue
<input type="checkbox"/>		<b>Public Works Dept.</b> 150 N Third Street
<input type="checkbox"/>		<b>Planning Division</b> 150 N Third Street
<input type="checkbox"/>		<b>Verification of current Burbank Business Account –</b> Contact permit staff at <a href="mailto:license@burbankca.gov">license@burbankca.gov</a>
<b>D. APPLICATION:</b>		
<input type="checkbox"/>		Provide a completed permit application
<input type="checkbox"/>		New architect or engineer of record.
<input type="checkbox"/>		Provide an 8-1/2"x11" reduced copy of the Site Plan.
<b>E. PLAN REQUIREMENTS:</b>		
		<b>Provide the following drawings:</b>
<input type="checkbox"/>		<b>SITE PLAN</b> – Drawn to scale. Indicating project site area, location of proposed sign(s), setbacks, all site improvements including, but not limited to, building, parking areas, driveways, easements, existing signs to remain, etc.
<input type="checkbox"/>		<b>BUILDING ELEVATION</b> – Accurate building elevation showing building face with dimensions. Indicate exact location and placement of the proposed sign(s).
<input type="checkbox"/>		<b>DETAILED ELEVATION OF SIGN</b> - Fully dimensioned, indicate letter style, size, material, colors, and method of illumination
<input type="checkbox"/>		<b>SIGN SCHEDULE</b> – Indicating type, number, and area (sq. ft.) of signs
<input type="checkbox"/>		<b>STRUCTURAL DETAILS</b> – Attachment details, foundation details, specify fastener (amount, size, spacing, type), embedment depth, wall surface material, etc.
<input type="checkbox"/>		<b>STRUCTURAL PLANS AND CALCULATIONS</b>
<input type="checkbox"/>		Compliance with encroachment requirements into the public right-of-way <b>[CBC Ch. 32]</b>
<b>F. ADDITIONAL CORRECTIONS:</b>		
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