Building and Safety Division

Tel. 818.238.5220

Email: softstory@burbankca.gov

SCREENING FORM

For existing wood-frame multi-family buildings with soft, weak, or open front walls

The Screening Form is a requirement of Burbank Municipal Code 9-1-16-400 for the retrofit of existing wood-frame multi-family buildings with soft, weak, or open front walls.

The Screening Form is intended to provide additional information to confirm if a building is in the scope of the ordinance and a retrofit is required or if the building is exempt from further evaluation.

The building information provided in the screening form will be reviewed by the City of Burbank to determine whether the seismic retrofit is required, in accordance with Ordinance No. 24-4021 and Title 9, Chapter 1, Article 16, Division 4 of the Burbank Municipal Code.

Instructions

- The Screening Form must be completed and submitted to the City for review and approval within 12 months of the date of the Notice to Comply. After review of the submitted Screening Form and supporting documentation, if it is determined that the building is already in compliance with the mandatory requirements of Ordinance No. 24-4021, the building will be deemed in compliance and removed from the active list and no further retrofit will be required.
- Please note that each building on a parcel requires an individual Screening Form to be submitted to the City within the Compliance timeframe set on the Notice to Comply.

Additional information about the Seismic Retrofit Program can be found at:

https://www.burbankca.gov/web/community-development/soft-story



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Section 1: Building & Owner Information

Building Informati	on:					
Building Address:						
Parcel Number:					ear Built:	
Living Units:					of Stories ve Grade:	
Basement:	Full 🗌	Partial [None		ve drade.	
Owner Informatio	n:					
Name:						
Mailing Address:						
City, State:				Zip (Code:	
Phone:				E	mail:	
Condominium ov	wners:					
Please submit one screening form and one set of contact information for each building. Please list all lot numbers compromising the building here:						
an lot numbers c	ompromising the	Julium g Hei				

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S

ectio	n 2: Scope of Determination & Building Type			
		<u>Yes</u>	<u>No</u>	<u>Unknown</u>
1.	Was the building's original permit for construction applied for under Building code standards enacted prior to January 1, 1978?			
2.	Is the building multi-story of wood-frame construction?			
3.	Does the building have an open wall line(s) or open ground floor parking on the first floor similar to the configuration(s) exhibited on Page 8? If no, complete Section 3.			
4.	Has the building been previously retrofitted? If yes, complete section 4.			
-	of the questions 1 through 3 above are marked No: The building may be exempt from Chapter 1, Article 16, Division 4 of the Burbank Municipal Code.	complia	ance with	1
nues	tion 4 is marked Vest The building may be exempt from compliance with Title 9. Chang	er1 Δr	ticle 16	

If question 4 is marked Yes: The building may be exempt from compliance with Title 9, Chapter 1, Article 16, Division 4 of the Burbank Municipal Code. Complete Section 4.

If ALL three of the questions 1 through 3 are marked Yes/Unknown and question 4 is marked No/Unknown: The building is subject to compliance with Title 9, Chapter 1, Article 16, Division 4 of the Burbank Municipal Code. Complete Section 5.

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Must be completed by a Professional Civil or Structural Engineer or Architect licensed by the State of California.

Section 3: Plan/Elevations Sketches & Photographs

In order to determine the status of the building and its compliance with Title 9, Chapter 1, Article 16, Division 4 of the Burbank Municipal Code, the following documents shall be submitted as attachments and reviewed by the Building and Safety Division.

- 1) Provide a dimensional and scaled floor plan¹ of the ground floor.
 - The plan shall include the following:
 - a. A dotted outline of the floor above the ground floor
 - i. include the locations and dimensions of balconies, cantilevers, and setbacks
 - b. Provide labels identifying areas of different use or occupancy
 - c. Indicate north with an arrow and show street names lining the property
- 2) Provide elevations¹ of the perimeter walls indicating size of openings and total length of wall (openings shall include windows, doors, etc.)
 - a. Indicate wall material (e.g. wood frame, steel frame, concrete, block or brick)
- 3) Provide photos² of all perimeter walls
 - a. Label each elevation depicted in the photo (e.g. north, south, east, west)
 - b. Please provide a date the photo was taken

Upon review of the documents listed above, the Building and Safety Division may require additional information.

Note: ¹Documents to be in 8 ½ x11 or 11x17 format only.

²For elevations visible from the street using Google Street View, snapshots will be accepted as long as the entire wall face is visible and not blocked by any obstructions.

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Section 4: Previous Retrofit
Has a previous seismic retrofit been completed? Yes No
Does the previous completed seismic retrofit meet or exceed the requirements of Title 9, Chapter 1, Article 16, Division 4 of the Burbank Municipal Code? Yes No
If yes, please provide the permit number:Date of Retrofit:
Please attach supporting documentation to include drawings and supporting calculations for review by the Community Building and Safety Division.
List Attachments Below:

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Community Development Department
Building and Safety Division
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SCREENING FORM

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Section 5: Building Determination, Design Profe	ssional Statement, Owner Ackn	owledgment
Building Status of Compliance with Title 9, Chapt Code	ter 1, Article 16, Division 4 of the	Burbank Municipal
(Please check 1 box only):		
Non-Exempt – In Section 2, questions 1 through Yes/Unknown and question 4 is marked Building is to be retrofitted in accordance with Title 9, Chapter 1, Article 16, Division 4 of the Burl Code.		
Exempt – In Section 2, any of questions 1 throug or question 4 is marked Yes. Building is not subwith the ordinance due to the information providall soft, weak, open wall lines have been previously compliance with Title 9, Chapter 1, Article 16, Burbank Municipal Code as indicated in Section 4.	ject to compliance led in Sections 2 or ious retrofitted in Division 4 of the	
Under penalty of Perjury, I certify that the inform of the building and its records, and is correct to t	•	g form is based on my personal review
Date Signed		
Engineer, Architect, or Building Owner Name		
Telephone		
Email		
5.2 Owner Acknowledgment I have reviewed this form and understand the co	nclusions of this screening form	
Signature	 Date	Page 6 of 8
1		1 486 0 01 0

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Date

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SCREENING FORM

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The Screening Form appears to be complete and is acceptable to the City of Burbank as presented. The following sections of the Form are incomplete (see below): Section 1: Building & Owner Information Section 2: Scope of Determination & Building Type Section 3: Plan / Elevation Sketches & Photographs Section 4: Previous Retrofit Section 5: Statement and Owner Acknowledgment List additional information that is needed: Building and Safety Division Reviewer:



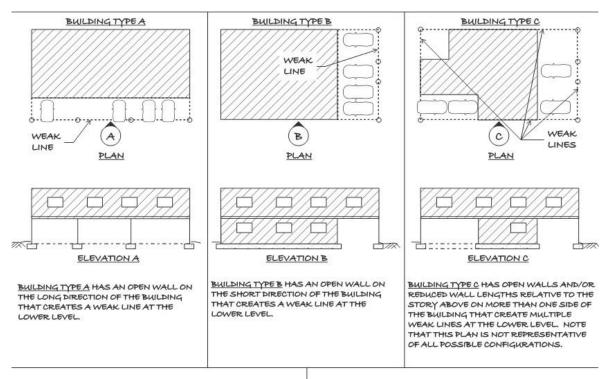
Building and Safety Division

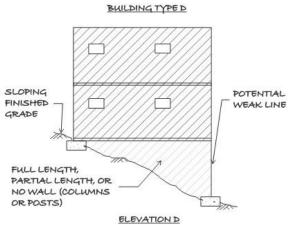
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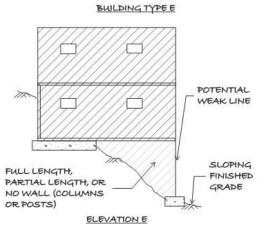
SCREENING FORM

Soft, Weak, or Open-Front Building Configurations:





<u>BUILDING TYPE D</u> IS A HILLSIDE STRUCTURE WHERE THE FINISHED GRADE SLOPES MORE THAN 1 VERTICAL UNIT IN THREE HORIZONTAL UNITS (33% GRADE). THE BUILDING IS ORIENTED SUCH THAT THE BASE STORY IS DIFFERENT ON OPPOSITE ENDS OF THE STRUCTURE.



BUILDING TYPE E IS A HILLSIDE STRUCTURE WHERE THE FINISHED GRADE SLOPES MORE THAN I VERTICAL UNIT IN THREE HORIZONTAL UNIT IN THIS (33% GRADE). THE BUILDING IS ORIENTED SUCH THAT THE BASE STORY IS DIFFERENT ON OPPOSITE ENDS OF THE STRUCTURE. IN THIS CASE, ONE OR MORE STORIES IS PARTIALLY UNDERGROUND, RETAINING SOIL ON ONE OR MORE SIDES OF THE STRUCTURE.

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