



ACCESSORY DWELLING UNIT APPLICATION
BUILDING & SAFETY DIVISION/COMMUNITY DEVELOPMENT
PREAPPROVED ADU PROGRAM – Enrollment form

BPAP _____
DATE: _____

THIS IS A BPAP ENROLLMENT FORM ONLY. NO WORK IS AUTHORIZED UNTIL A BUILDING PERMIT HAS BEEN ISSUED.

SQUARE FOOTAGE:	R-3		CONSTRUCTION TYPE:	V-A	V-B
UTILIZING WFPP MEASURES	YES	NO	UTILIZING STRUCTURAL CALC'S	YES	NO
DESCRIPTION OF WORK:					
APPLICANT NAME:			APPLICANT E-MAIL:		
APPLICANT ADDRESS:					
APPLICANT PHONE NUMBER:					
APPLICANT LICENSE:					

The lists contained in this Application are the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

ARCHITECTURAL PLANS:

	BURBANK GENERAL INFORMATION SHEET G01 (www.burbankca.gov)
	PLUMBING COUNTS FOR ADU
	BUILDING CODE ANALYSIS
	FLOOR PLAN
	ROOF PLAN
	EXTERIOR ELEVATIONS
	CROSS SECTIONS (LATERAL & LONGITUDINAL)
	ARCHITECTURAL DETAILS
	ELECTRICAL FLOOR PLAN (OUTLET, FIXTURE, & SWITCH LOCATIONS)
	PRODUCT SPECIFICATIONS (WATER HEATER, HVAC, ETC.)

STRUCTURAL PLANS:

	FOUNDATION PLAN
	FLOOR FRAMING PLAN
	ROOF FRAMING PLAN
	TRUSS PLAN (IF EMPLOYING)
	STRUCTURAL FRAMING AND CONNECTION DETAILS

STRUCTURAL CALCULATIONS:

	INDICATION IF USING WOOD FRAME PRESCRIPTIVE PROVISIONS
	• NOTE: A SINGLE-STORY ADU OF WOOD FRAME CONSTRUCTION, NO MORE THAN ONE STORY IN HEIGHT AND DESIGNED PER THE WOOD FRAME PRESCRIPTIVE PROVISIONS IS EXEMPT FROM THIS REQUIREMENT.
	COMPLETE SET OF STRUCTURAL CALCULATIONS FOR VERTICAL AND LATERAL LOADS STAMPED AND SIGNED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF CALIFORNIA

CF-1R ENERGY REPORT:

	ENERGY REPORT TO BE REGISTERED ON CHEERS WEBSITE
	ENERGY CALCULATIONS
	CF-1R AND MF-1R ENERGY FORMS

Design plans, calculations (if applicable), and all supporting documents shall be submitted online through [ProjectDOX](#) using the address: [87 Media Way, Burbank, CA 91502](#). Please include in the work description, Pre-Approved ADU Program: 1-Story, X-bedroom(s), (XXX sf). Each page of the drawings shall be uploaded as an individual file. You will need to submit separate projects for each unit you are proposing.

By entering into the Burbank Preapproved ADU program you are providing the City of Burbank the right to reproduce images of your design as provided to the city on their website, including your name and address.

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

I, AS CURRENT LEGAL OWNER OF THE PROPERTY IDENTIFIED ABOVE, HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT INFORMATION STATED HEREIN IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL BURBANK ORDINANCES, STATE, AND FEDERAL LAWS REGULATING BUILDING CONSTRUCTION.
 I UNDERSTAND AND AGREE THAT SHOULD I FAIL TO COMPLY WITH THE ABOVE, ALL PERMITS SHALL BE DEEMED REVOKED.

SIGNATURE OF APPLICANT: _____ DATE: _____