



ACCESSORY DWELLING UNIT STANDARD PLAN
BUILDING & SAFETY DIVISION/COMMUNITY DEVELOPMENT
BPAP PLAN ENROLLMENT REQUIREMENTS

BPAP _____

DATE: _____

1. DOCUMENT SUBMITTAL LIST:

• ARCHITECTURAL PLANS		
A		COVER SHEET <ul style="list-style-type: none"> • PROJECT TEAM CONTACT INFORMATION • PROJECT SCOPE OF WORK • CODE ANALYSIS • SHEET INDEX
B		FLOOR PLAN
C		ROOF PLAN
D		ELEVATIONS
E		CROSS SECTIONS (LATERAL & LONGITUDINAL)
F		DOOR SCHEDULE
G		WINDOW SCHEDULE
H		ARCHITECTURAL DETAILS
I		ELECTRICAL FLOOR PLAN (OUTLET, FIXTURE, & SWITCH LOCATIONS)
J		PRODUCT SPECIFICATIONS (WATER HEATER, HVAC, ETC.)
• STRUCTURAL PLANS		
A		FOUNDATION PLAN
B		FLOOR FRAMING PLAN
C		ROOF FRAMING PLAN
D		TRUSS PLAN (IF EMPLOYING)
E		STRUCTURAL FRAMING AND CONNECTION DETAILS
• CALCULATIONS		
A		WOOD FRAME PRESCRIPTIVE PROVISIONS (IF EMPLOYING)
B		STRUCTURAL CALCULATIONS (IF EMPLOYING)
• ENERGY REPORT		
A		ENERGY COMPLIANCE REPORT <ul style="list-style-type: none"> • ENERGY COMPLIANCE REPORT MUST BE REGISTERED WITH CHEERS WEBSITE
B		MANDATORY MEASURES SUMMARY
C		SOLAR PERMIT TO BE SEPARATE PERMIT ISSUED AFTER BUILDING PERMIT ISSUED

2. SHEET NAMING STANDARDS

MANDATORY NAMING STANDARDS:

a. All files are to follow the naming standards listed below:

1. Naming Conventions:

- T Cover Sheet
- G General Information
- A Architectural
- I Interiors
- Q Equipment
- S Structural
- M Mechanical
- P Plumbing
- E Electrical
- 000 General: Symbol legend, abbreviations, general notes
- 100 Plans
- 200 Elevations
- 300 Sections
- 400 Large Scale Drawings: plans, elevations, sections (NOT details)
- 500 Details
- 600 Schedules and Diagrams
- 700 User Defined
- 800 User Defined
- 900 3D drawings: isometric, perspective, photos

2. Example of ProjectDOX naming convention, use numbering system to list out sheets in order of Naming Standards as shown below:

- 001 T001 Cover Sheet
- 002 G001 General Information
- 003 A001 Code Analysis
- 004 A101 Floor Plan
- 005 A201 Elevations
- 006 A301 Sections
- 007 A401 Enlarged Plans, Elevations, Sections
- 008 A501 Details
- 009 A601 Door & Window Schedules
- 010 I001 Interior Elevations
- 011 Q001 Equipment Schedules
- 012 S001 Structural General Information
- 013 S101 Structural Foundation Plan
- 014 S102 Structural Framing Plan
- 015 A103 Structural Roof Plan
- 016 S201 Structural Details
- 017 M001 Mechanical General Information
- 018 P001 Plumbing General Information
- 019 E001 Electrical General Information
- 020 W101 CF-1R Energy Report
- 021 W102 MF-1R Energy Report

PLEASE NOTE THAT ANY DEVIATION FROM THIS STANDARD WILL RESULT IN THE FILES BEING REFUSED AND THE TASK BEING SENT BACK FOR RE-UPLOAD WITH CORRECT FORMATTING.

3. EXPANDED DOCUMENT SUBMITTAL INFORMATION:

GENERAL INFORMATION

1. Plans to be a minimum size of 18" x 24", drawn and noted to scale, and fully dimensioned. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes, relevant laws, ordinances, rules, and regulations.
2. Stamp and signature by an architect or engineer licensed by the State of California on all documents (*and wet signature and stamp on the cover sheet of each document*).
 - i. Exception: An ADU of wood frame construction, no more than one story in height and designed per the wood frame prescriptive provisions does not require plans to be signed and stamped by an architect or engineer licensed by the State of California nor any structural calculations need to be provided.

ARCHITECTURAL PLANS:

b. Cover Sheet to include:

1. Project Team Contact Information
 - i. Designer/Architect registration number (if applicable), address, and telephone number.
 - ii. Structural Engineer registration number (if applicable), address, and telephone number.
 - iii. Energy engineer registration number (if applicable), address, and telephone number.
2. Detailed Project Scope of Work.
3. Provide complete and correct legal description (i.e., Tract, Lot, Block, APN, metes, and bounds, etc.).
4. Code Analysis:
 - i. Type of Construction.
 - ii. Use and Occupancy.
 - iii. Building height.
 - iv. Building areas.
 - v. Number of bedrooms and bathrooms.
 - vi. Fire sprinklers installed or not.
 - vii. Number of parking spaces.
5. Sheet Index.

c. General Information Sheet to include:

1. Applicable codes and editions.
 - i. Provide which Code is being used for the project:
 1. California Building Code or,
 2. California Residential Code.
2. Setback Certificate.
3. Planning Requirements.
 - i. Identify which requirements are required to be met per Planning Division.
4. Public Works Requirements.
 - i. Identify which requirements are required to be met per Public Works Division.
5. BWP Electric Residential ADU Plan Requirements.
 - i. Provide competed information upon Permit Application submittal:
 1. Existing Electrical Meter Size.
 2. Existing Ampacity.
 3. Proposed Electrical Meter Size.
 4. Proposed Ampacity.
6. BWP Water Sizing Water Meter Service Line Requirements.
 - i. Provided competed information upon Permit Application submittal:
 1. Total number of existing fixtures.
 2. Total number of new fixtures.

d. Floor Plan to include:

1. Fully dimensioned floor plans including room sizes and uses.
2. Under floor ventilation calculations.
3. Attic Access location.
4. Shower turning circle & nonabsorbent surface no less than 72 inches in height.
5. Smoke and Carbon Monoxide detector locations and notes.
6. Exterior wall, window, and door fire rating and details.
7. Locations of water heater & HVAC system.
8. Exterior elevations callouts.
9. Cross section callouts in each direction.
10. Fireplace details, specifications & UL Number.
11. Door Type callouts.

12. Window Type callouts.
13. Product specifications for:
 - i. Water heaters,
 - ii. HVAC System.
 - iii. In-door air fans.
- e. Roof Plan to include:**
 1. Fully dimensioned roof plans.
 2. Roofing material, manufacture, model, Cool Roof Rating Council number, ICC number, Thermal & Solar Reflective Index.
 3. Roof slope, eaves, overhangs, rakes, gables, and details.
 4. Roof Ventilation calculations.
 5. Skylight specifications and details, (if providing).
 6. Area of 250 square feet for Solar Zone.
 7. Photovoltaic sizing, coordinated with CF-1R Energy Report, (if providing).
 8. Note indicating that PV system is to be installed prior to final inspection.
- f. Elevations to include:**
 1. Provide Elevation note.
 2. Details for all exterior fire rated walls.
 3. Details for all exterior fire rated projections.
 4. Dimensions from finish floor to windowsills.
 5. Height from natural grade to top of ridge.
 6. Exterior finish details.
 7. Exterior flashing details.
- g. Cross Sections to include:**
 1. Lateral and Longitudinal sections.
 2. Coordinated insulation values with CF-1R Energy Report.
 3. Dimensions from finish floor to windowsills.
 4. Detail callouts, including but not limited to:
 - i. Foundation details.
 - ii. Wall details.
 - iii. Projection details.
 - iv. Roof & Ridge details.
- h. Door Schedule to include:**
 1. Door size.
 2. Door type.
 3. Door fire rating.
 4. Door threshold details.
 5. Glazing area, coordinated with CF-1R Energy Report.
- i. Window Schedule to include:**
 1. NFRC Temporary note.
 2. Window size.
 3. Window operation.
 4. Window glazing type.
 5. Window U Factor, coordinated with CF-1R Energy Report.
 6. Window SHGC, coordinated with CF-1R Energy Report.
 7. Window material.
 8. Window safety glazing, if require.
 9. Natural light and ventilation calculation for each habitable room.
 10. Skylight Manufacturer, model, ICC Number, and details, if providing.
- j. Architectural Details to include:**
 1. Foundation details.
 2. Fire rated wall details.
 3. Door details.
 4. Window details.
 5. Fire rated projection details.
 6. Roof details.
 7. Specialty connection details.
- k. Electrical floor Plan to include:**
 1. Locations of outlet.
 2. Locations of fixtures.
 3. Locations of light switch.

4. Locations of smoke and carbon monoxide detectors.
5. Locations of ceiling fans, coordinated with CF-1R Energy Report.

I. Product Specifications to include:

1. Manufacturer, Model, ICC Number, size of unit for:
 - i. Water Heaters, indicate if gas or electric, coordinated with CF-1R Energy Report.
 - ii. HVAC Systems, coordinated with CF-1R Energy Report.
 - iii. Energy Star compliant bathroom exhaust fans with humidistat, coordinated with CF-1R Energy Report.
 - iv. Indoor Air Quality (IAQ) Fan, coordinated with CF-1R Energy Report.
 - v. Fireplace units.
 - vi. Roofing material.
 - vii. Skylight units.

STRUCTURAL PLANS:

a. Foundation Plan

1. Slab-On-Grade requirements:
 - i. Slab thickness with rebar spacing.
 - ii. Footing size, depth, and reinforcing.
 - iii. Anchor bolt size and locations.
2. Raised Foundations requirements:
 - i. Footing size, depth, and reinforcing.
 - ii. Framing member sizes (girders, floor joists, sheathing) and maximum spans.
 - iii. Anchor bolt size and locations.

b. Floor Framing Plan

1. Framing member sizes, locations, and cross referenced to calculations.
2. Wall framing sizes.
3. Shearwall locations, length, type, and nailing.

c. Roof Framing Plan

1. Roof framing member sizes, locations and cross referenced to calculations.
2. Ceiling framing member sizes, locations and cross referenced to calculations.
3. Roof sheathing size, type, and nailing.

d. Truss Plan (If Employing)

1. Deferred approval of Truss Plans will not be accepted.
2. Provide pre-engineered truss framing plans and calculations as part of the construction package.
3. Roof framing plan with a truss I.D. number and manufacturer's name.
4. Detail of all trusses including gable bracing and bridging.
5. Detail of all truss splices, connections, plate sizes, and hangers.
6. Truss plans to be stamped by the responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans.

e. Structural Framing and Connection Details

1. Slab-On-Grade foundation details, if using.
2. Raised Floor foundation details, referenced on plans to detail sheets, if using.
3. Footing, pier, and grade beam details.
4. Floor Framing details, referenced on plans to detail sheets.
5. Post and girder connection details.
6. Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns.
7. Roof Framing details, referenced on plans to detail sheets.

STRUCTURAL CALCULATIONS:

a. Wood Frame Prescriptive Provisions (If Employing)

1. Provide current City of Burbank Wood Frame Prescriptive Provisions on construction drawings.
2. Provide cross reference of framing members to Structural Plans.
3. Provide cross reference of details to Plans/Elevations/Sections.

b. Structural Calculations (If Employing)

1. Provide Structural Calculations, signed by Engineer of Record.
2. Cross reference all foundations, framing members, and Shearwalls to Framing Plans.

ENERGY REPORT:

a. Energy Compliance Report

1. Provided Energy Compliance Report to be uploaded to [CHEERS.org](https://cheers.org) for verification.

2. Compliance documents shall be produced by up-to-date version of Energy Commission Approved computer programs using Climate Zone 9.
 3. To obtain a list of Energy Commission approved compliance programs, call 1-800-772-3300 or visit their website at:
<https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/online-resource-center/compliance>
 4. Approved Performance software for Residential Standards to be used:
 - i. California's Building Energy Code Compliance Software – Residential (CBECC-Res).
 - ii. EnergyPro.
 - iii. Right-Energy.
 5. Compliance documents shall be provided for all design orientations/directions.
 6. Provide completed Energy Compliance Report using either the Performance Method or the Prescriptive Method.
 7. Performance or Prescriptive Method Analysis and Back-up forms shall be a part of the construction drawings.
 8. Report to be reproduced on the drawings and signed by the Designer and the Energy report author.
- b. Mandatory Measures Summary**
1. Mandatory Measures Summary to be provided along with Energy Compliance Report.
- c. Solar Permit**
1. Drawings to provide Energy Compliance Report Solar requirements.
 2. All photovoltaic systems will require a separate permit, issued after the ADU Building permit has been issued.