



**ACCESSORY DWELLING UNIT STANDARD PLAN
 BUILDING & SAFETY DIVISION/COMMUNITY DEVELOPMENT
 BPAP PERMIT SUBMITTAL REQUIREMENTS**

BPAP _____
DATE: _____

A complete set of plans is required before a building permit is issued; your project must be approved by the applicable City divisions and outside agencies. This worksheet is only a guideline for achieving compliance with building codes. Upon plan review additional information may be required for code compliance.

Permit Center Staff will review this checklist prior to plan check submittal to ensure completeness.

Project Name: _____ PC# _____

Project Address: _____

1. DOCUMENT SUBMITTAL LIST:

| • DOCUMENTS | | |
|-------------|--|--|
| A | | COMPLETED BUILDING PERMIT APPLICATION FORM |
| B | | DETAILED COST ESTIMATE TO ESTABLISH VALUATION |
| C | | REDUCED SITE PLAN (8.5" X 11") |
| D | | BURBANK UNIFIED SCHOOL DISTRICT RECEIPT |
| E | | RECEIPT FROM PUBLIC WORKS OF NEW ADU ADDRESS |
| F | | CONFIRMATION OF PURCHASE OF PREAPPROVED PLAN ID# _____ |
| G | | BWP ELECTRIC ADU PLAN CHECK REQUIREMENTS |
| F | | BWP SIZING WATER METER AND SERVICE LINE FORM |

| • ARCHITECTURAL PLANS | | |
|-----------------------|------|--|
| A | T001 | COVER SHEET <ul style="list-style-type: none"> • PROVIDE A COVER SHEET AND INCLUDE A DETAILED STATEMENT OF SCOPE OF WORK. • SHEET INDEX. |
| B | G001 | GENERAL INFORMATION SHEET <ul style="list-style-type: none"> • THIS SHEET IS TO BE FILLED OUT FOR PERMIT APPLICATION TO REFLECT CITY DEPARTMENT'S REQUIREMENTS FOR SPECIFIC SITE LOCATION. |
| C | | SITE SPECIFIC PLAN |
| D | | BPAP APPROVED ARCHITECTURAL DRAWINGS <ul style="list-style-type: none"> • PLANS UPLOADED BY BUILDING & SAFETY STAFF UPON VERIFICATION OF PURCHASE OF PREAPPROVED PLAN. |

| • STRUCTURAL PLANS | | |
|--------------------|--|---|
| A | | BPAP APPROVED STRUCTURAL DRAWINGS <ul style="list-style-type: none"> • PLANS UPLOADED BY BUILDING & SAFETY STAFF UPON VERIFICATION OF PURCHASE OF PREAPPROVED PLAN. |

2. 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.
3. Any additional work to be performed in order to provide an acceptable construction work zone will require separate permits, not part of the BPAP Permit Submittal. This would include the following:
 - i. **Demolition Permit** – Demolition of any existing structures to make space for proposed new ADU.
 - ii. **Grading & Shoring Permit** – Regrading of existing lot to provide new grade for proposed new ADU or shoring of new retaining walls due to grade differences between new ADU location and existing grade.
 - iii. **Solar Permit** – Permit for new solar and/or energy storage system, as required by CF-1R Energy Report (any new ADU exceeding 718 SF is required to provide new solar system)
 - iv. **Electrical System Upgrade** – New electrical service upgrade for existing residence and new ADU.
 - v. **Plumbing System Upgrade** - New water or sewer service upgrade for existing residence and new ADU.

DOCUMENTS:

a. Completed Building Permit Application Form

1. Provide application including:
 - i. Project Address.
 - ii. Construction Valuation.
 - iii. Description of Work including BPAP(Number), number of bedrooms, & square footage of unit.
 - iv. Property Owner Information.
 - v. Applicant Information.
 - vi. Contractor Information.

b. Detailed Cost Estimate to Establish Valuation

c. Reduced Site Plan (8.5" X 11")

d. Burbank Unified School District Facilities Receipt

e. Receipt From Public Works of New ADU Address

f. Confirmation of Purchase of BPAP Plan BPAP# _____.

1. Building & Safety will require the designer to send an email confirming that the BPAP plans have been legally acquired by homeowner. We will not accept any confirmations unless directed from the approved designer/Architect/Engineer.

g. BWP Electric ADU Plan Check Requirements

1. Provide Main Property Address.
2. Provide New ADU Address.
3. Provide Property Owner Information.
4. Provide Existing and Proposed Electric Meter and Ampacity.

h. BWP Sizing Water Meter and Service Line Form

1. Provide Number of fixtures currently within Main Property Address.
2. Provide Proposed Number of fixtures to be installed within ADU.
3. Provide Total Fixture Units.
4. Provide Distance from meter to most remote outlet.
5. Provide Owner/Agent's Initials.

ARCHITECTURAL PLANS:

a. Detailed Statement of Scope of Work on Cover Sheet.

b. 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 completed 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. Provide completed information upon Permit Application submittal:
 1. Total number of existing fixtures.
 2. Total number of new fixtures.

c. Site Plan

1. Provide a Site-Specific Plan that includes the following information:
 - i. Property lines.
 - ii. Lot size and dimensions.
 - iii. Street name(s) & street/alley center line.
 - iv. North arrow.
 - v. Existing building to remain/removed.
 - vi. Fire separation distance or setback of building to property lines or other buildings on the lot.
 - vii. Location of private sewage disposal system.
 - viii. New and existing Fence/Wall type, locations & heights.
 - ix. Swimming pool fences and pool gate.
 - x. Utility meter locations (electric meter, gas meter, & water meter) and utility runs to street.
 - xi. Permitted accessory structures.
 - xii. All corner cut offs at the driveway, street, or alley.
 - xiii. Provide locations of existing trees and or new landscape elements.
 - xiv. All easements have been indicated on this site plan and have been shown and verified by Public Works and Planning Departments.
 - xv. All existing and new driveways, driveway curb cuts, paved front yard areas and front yard walls must be shown and reviewed by Planning Division and Public Works Dept.
 - xvi. Show direction of yard drainage and indicate the percentage of slope.
 - xvii. Show all site stairs, treads, risers, handrails, guardrails, and landings and retaining walls.
 - xviii. Show location of heating and air conditioning unit.
 - xix. Show location of water heater.
 - xx. Indicate Storm Water Drainage and Retention measures during construction.
 1. Provide which measures are to be used.
 2. Provide where measures are to be located on site.

d. BPAP Approved Architectural Drawings:

1. City Staff will upload the BPAP Approved Drawings to ProjectDOX once the Applicant has provided:
 - i. Confirmation of Purchase of BPAP Plan.
 - ii. Updated General Information Sheet (G001).
 - iii. Site Plan with above mentioned items.

STRUCTURAL PLANS:

a. BPAP Approved Structural Drawings:

1. City Staff will upload the BPAP Approved Drawings to ProjectDOX.

ENERGY REPORT:

a. BPAP Approved Energy Report:

1. City Staff will upload the BPAP Approved Drawings to ProjectDOX.