



**CITY OF BURBANK**  
**BUILDING & SAFETY DIVISION**  
**BPAP-APPROVED ADU PERMIT SUBMITTAL CHECKLIST**

\*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: \_\_\_\_\_

	Documents	Check if Provided	Filled by Staff		
			Required	Provided	
<b>General</b>	Completed Building Permit Application Form		Yes	Yes	No
	Detailed Cost Estimate to Establish Valuation		Yes	Yes	No
	Reduced Site Plan (8.5" x 11")		Yes	Yes	No
	Burbank Unified School District Receipt		Yes	Yes	No
	Confirmation of Purchase of Pre-Approved Plan ID# _____		Yes	Yes	No
	BWP Electric ADU Plan Check Requirements		Yes	Yes	No
	BWP Sizing Water Meter and Service Line Form		Yes	Yes	No
<b>Plans</b>	Detailed Statement of Scope of Work on Cover Sheet		Yes	Yes	No
	Project Data (Type of Const., Occupancy Group, sq. ft, etc.)		Yes	Yes	No
	Plot Plan/Site Plan (including setback dimensions, location of driveways and trees, etc.)		Yes	Yes	No
	Completed G01 Sheet		Yes	Yes	No