



### **General Requirements**

An accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) added to a residential property may require an upgrade to the electrical main service panel (MSP) to facilitate the additional electrical load. It is the applicant's responsibility to pre-determine the electrical demand of the property and notify Burbank Water and Power (BWP) Electrical Services of the property's service needs with the form below to prevent permit application acceptance delays. BWP shall identify and determine the method, location, and requirements to serve all metering equipment in accordance with BWP's Rules and Regulations and issue the applicant an electric service confirmation. Customers may meter the entire residential property with a single electric meter or request additional electric meters for City-approved ADUs.

Separately, adding an ADU or JADU to the property may result in the requirement to relocate the MSP to maintain BWP operational and safety conditions. When overhead service cannot be satisfactorily met, BWP will require underground electric service per BWP drawings S-707, S-810- 810, and S-811. If BWP determines that relocation of the MSP is requested or required, an electrical service confirmation shall be issued during the plan review, and the applicant will be required to revise and include the electric service confirmation within the ADU building permit application.

Any change to the property's MSP will require a separate MSP upgrade permit through City of Burbank's Building Division. The customer will be responsible for any cost associated with the service upgrade, including but not limited to construction costs, AIC fees, and applicable capacity charges. Work to the MSP shall not proceed without the pre-approval and coordination with BWP Electric Services.

### **Single-Meter Electric Service**

The maximum allowable ampere (A) rating of a single metered residential electric service shall not exceed 400A without BWP pre-approval. An electric single-line diagram and load calculation is **not** required to be uploaded within the ADU building permit application.

### **Multi-Metered Electric Service**

For 200A multi-metered projects, an electric single-line diagram and load calculation **are not required** to be uploaded within the ADU building permit application.



For 400A multi-metered projects, an electric single line diagram and load calculations **are required** to be uploaded within the ADU building permit application.

For multi-metered projects larger than 400A, serving more than 10 units, or requiring three-phase service, a BWP **feasibility study may be required**. For BWP to process a feasibility study, the applicant is required to provide a utility plan showing the location and proper working space for on-site BWP electrical facilities. This feasibility study may take up to 6 months to complete. It is the applicant's responsibility to request the feasibility study from BWP Electrical Services in a timely manner to prevent permit application acceptance delays.

All metering equipment is to be grouped in a central location which is readily accessible 24 hours a day to BWP personnel. BWP will **not** install more than one service drop having the same voltage and phase classification for a single residential premise. Each metered branch circuit shall not exceed 225A when applicable.

### **Aid-In-Construction (AIC) Fees and Capacity Charge**

BWP may require the payment of an aid-in-construction (AIC) flat-rate, non-refundable fee, in accordance with BWP's Rules and Regulations, to recover costs incurred by the department necessary to facilitate the requested service work during regular business hours.

Starting October 1, 2023, the customer may be subject to a capacity charge based on the kVA demand of the new, upgraded, relocated, or replaced metered electric panel. A credit for the kVA demand of the existing permitted metered panel (to be removed) will be applied toward the kVA demand of the proposed metered panel (to be installed). BWP will determine the capacity charge and any applicable credits based on the information provided in this form and the project submittal.

The details for the AIC fees and capacity charges will be provided on the AIC cashier's checklist. Payment is required to be paid in full before BWP will unlock the meter, if applicable, or before BWP will energize the new, upgraded, relocated, or replaced metered electric panel. For more information, please review BWP Rules and Regulations Section 3.26(g) and the City of Burbank.



**WATER AND  
POWER**

**BWP Electric  
Residential ADU Plan Requirements**

MAIN PROPERTY ADDRESS:

NEW ADU ADDRESS:

**PROPERTY OWNER INFORMATION**

NAME:

PHONE NUMBER:

EMAIL:

**COMBINED TOTALS FOR THE PROPERTY**

TOTAL EXISTING ELECTRIC METERS

TOTAL PROPOSED ELECTRIC METERS

TOTAL EXISTING AMPACITY

TOTAL PROPOSED AMPACITY

WILL THIS PROJCT REQUIRE TEMPORARY POWER DURING CONSTRUCTION?

By signing this form, I acknowledge that I have read and understand BWP's Rules & Regulations and the provided information on this form is accurate and to the best of my knowledge. I have consulted with professional contractors, designers and engineers and have determined the information provided is what is requested and necessary for electric service to my property. I understand that inaccurate information or future revisions to the project may result in changes to the Electric Service Confirmation which may drastically change the method of service, incur additional costs and add delays to my construction project. I understand it is my responsibility to inform BWP Electric promptly of any changes to the submitted information and comply with all conditions stated in the Electric Service Confirmation.

PROPERTY OWNER SIGNATURE

PRINT NAME

DATE

You may contact BWP Electric Service Planning department by calling 818-238-3647 or emailing [ERES@burbankca.gov](mailto:ERES@burbankca.gov).

BWP Rules and Regulations, Rates & Charges  
[www.burbankwaterandpower.com/electric/rules-and-regulations](http://www.burbankwaterandpower.com/electric/rules-and-regulations)

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