

ROAD MAP

TO COMPLIANCE WITH ORDINANCE 24-4,021, TITLE 9 CHAPTER 1 ARTICLE 16 DIVISION 4 MANDATORY EARTH-QUAKE HAZARD REDUCTION STANDARDS IN EXISTING WOOD FRAME RESIDENTIAL BUILDINGS WITH SOFT, WEAK, OR OPEN FRONT WALLS.



ORDER TO
COMPLY

SCREENING

RETROFIT
PLANS

INCENTIVES

PERMIT AND
CONSTRUCTION

COMPLETE
CONSTRUCTION

If you have received a Order to Comply from the City of Burbank indicating that your building may be subject to Ordinance 24-4,021 you will need to take the following next steps:

Submit Screening Form to Building & Safety Division and post the Notice of Order sign (BMC Section 9-1-16-400.7.1) by January 12, 2026

The screening form is available at: <https://www.burbankca.gov/web/community-development/soft-story>. Completion of screening form will help determine if it is necessary for the building owner to:

- ⇒ Retrofit their building by 1) hiring a licensed engineer to submit retrofit plans to the Building & Safety Division for review and 2) procuring a licensed contractor to obtain a building permit to carry out the necessary seismic retrofit work needed to strengthen the building within the timeline established by the Ordinance. If it is determined that a retrofit is required, then continue to the next step for submission of retrofit plans for strengthening the existing building.

or

- ⇒ Justify an exemption from the Ordinance. If it has been determined that the building is exempt (with supporting documentation), no further action is necessary and the building will be cleared from the list of buildings requiring a Seismic Retrofit.

Submit Retrofit Drawings to be submitted to Building & Safety no later than January 11, 2027

Secure Building Approval of Plans from Building & Safety Division no later than January 10, 2028

The owner should contact a licensed Professional Engineer registered in the State of California to provide engineering analysis and develop retrofit plans to meet the requirements of the Ordinance. Once the Engineer of Record has completed retrofit plans, they will need to be submitted to the City for review. A completed building permit application and retrofit plans along with structural calculations shall be submitted to the Building & Safety Division for plan check via ProjectDox (PDOX). Building & Safety will review the drawings to verify compliance with the requirements of the Ordinance and provide comments/corrections as necessary. The Engineer of Record shall respond to all comments/corrections and resubmit retrofit plans to the Building & Safety via PDOX. Once all comments/corrections have been addressed and there are no further comments/corrections, plans will be deemed approved. Plan checks are valid for 180 days after the date of application unless an extension is filled out, submitted, and approved.

100% building permit-fee REFUND for those who fully comply by July 10, 2026

50% building permit-fee REFUND for those who fully comply by January 10, 2028

Secure a Building Permit and Commence Construction by January 10, 2029

After plans and calculations have been approved, a Building Permit may be issued. Only Contractors with an A or B license in the State of California may pull Seismic Retrofit Building Permits. Contractor may start work once a permit has been issued by Building & Safety Division. Contractor shall contact the City for inspections, as reflected on the building permit. Inspections are required to verify that the design on the plans is what has been constructed. Building Permits are initially valid for one year from the day of issuance, and 180 days upon completion of an approved inspection after the first inspection, unless an extension is filled, submitted, and approved.

Complete Construction and Building Permit Final by January 10, 2030

Once construction and all City Inspections have been completed, without additional items or corrections noted, the Building Inspector will "Final" the permit. A "Final" status indicates that construction for the retrofit has been completed, according to the approved set of plans. Once the project is Finalized, the Inspection Card will serve as verification that your Seismic Retrofit has been completed.