



**BUILDING PERMIT APPLICATION**  
**BUILDING & SAFETY DIVISION/COMMUNITY DEVELOPMENT**

**BS**  
**DATE:** \_\_\_\_\_

**RESIDENTIAL BUILDING – Single-, Duplex and Multi-Family**

THIS IS A PERMIT APPLICATION ONLY. WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A BUILDING PERMIT HAS BEEN ISSUED.

ADDRESS:		CONSTRUCTION VALUATION \$:	DATE:
DESCRIPTION OF WORK:			
SQUARE FOOTAGES: R-2	R-2.1	R-3	R-3.1
R-4	U	S-2	
CONSTRUCTION TYPE: I-A	I-B	II-A	II-B
III-A	III-B	IV	V-A
V-B			
PROPERTY OWNER	APPLICANT		CONTRACTOR
ADDRESS	ADDRESS		ADDRESS
CITY/ STATE/ ZIP	CITY/ STATE/ ZIP		CITY/ STATE/ ZIP
PHONE	PHONE	LICENSE	PHONE
			LICENSE
E-MAIL	E-MAIL		E-MAIL

<b>PRE-SUBMITTAL ZONING REVIEW:</b> <i>PRELIMINARY REVIEW ONLY – NOT AN APPROVAL</i>	ZONE	OK FOR PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	BY:	DATE:
		PLANNING ENTITLEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO		

**COMMENTS**

✓	STRUCTURE TYPE	✓	PROJECT TYPE	#	GRADING/SHORING	#	MISCELLANEOUS
	SINGLE FAMILY (R-3)		NEW CONSTRUCTION		TOTAL CUT & FILL IN CY		WINDOW REPLACEMENT
	DUPLEX (R-3)		ADDITION		SHORING		SANDBLAST, # OF STRUCTURES
	APARTMENT/CONDO (R-2)		REMODEL/ALTERATION		BOND REQUIRED		SIDING IN SF
	DETACHED GARAGE (U)		FENCE/WALL/SITE IMPROVE		LIABILITY INSURANCE		ROOF
	PARKING GARAGE (S-2)		FIRE DAMAGE		POLICY #:		TEAR OFF
	ACCESSORY BLDG (R-3)		PATIO COVER/DECK		EXP. DATE:		TEAR OFF WITH NEW SHEATHING
	ACCESS. DWELLING UNIT(R-3)		RELOCATE STRUCTURE		OSHA PERMIT #:		REMOVAL OF WOOD SHINGLES
	ASSISTED LIVING (R-2, R-4)		REPAIR/MAINTENANCE				BUILT-UP
	DAY CARE (R-3, R-3.1)		SEISMIC RETROFIT				# OF EXISTING LAYERS

**STAFF USE ONLY – SIGN-OFFS TO BE OBTAINED AFTER PLAN CHECK HAS BEEN APPROVED**

FIRE DEPT.	BWP/ WATER	BWP/ ELECT	PUBLIC WORKS DEPT.	
PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO	SEWER AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	STREET IMPROVEMENT INSPECTION
PLAN CHECK FEE: _____	FEE PAID: _____	FEE PAID: _____	CONNECTION CHARGE: _____	PERMIT NO. _____
DATE: _____	DATE: _____	DATE: _____	DATE PAID: _____ BY: _____	CURB CUT WIDTH _____
BY: _____	BY: _____	BY: _____	ADDRESS APPROVED: _____	RECURB (E) CURB CUT: <input type="checkbox"/> YES <input type="checkbox"/> NO
				BY: _____
PARKS/REC.	PUBLIC WORKS/SEWER		PEDESTRIAN PROTECTION REQUIRED	SITE PLAN CHECKED FOR EASEMENTS
APPROVED BY: _____	INTERCEPTOR REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	BACKWATER VALVE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> FENCE <input type="checkbox"/> CANOPY <input type="checkbox"/> NONE	BY: _____
DATE: _____	DATE: _____	DATE: _____	BY: _____	PUBLIC WORKS DEPT. REQ'D NOTED:
				CHECK SHEET: <input type="checkbox"/> YES <input type="checkbox"/> NO
			SETBACK FOR STREET WIDENING: _____	BY: _____
			BY: _____	

**PLANNING DIVISION (PLANNING APPROVAL GIVEN ONLY AFTER ALL OF THE ABOVE APPROVALS ARE OBTAINED)**

ZONE	PROJECT NO.	ENTITLEMENT DATE	BY:	COMMENTS
PARKING REQUIRED	PARKING PROVIDED			
APPROVED BY:	DATE:	FEE:		

**I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:**  
 I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT INFORMATION STATED HEREON IS TRUE. I AGREE TO COMPLY WITH ALL ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND AND AGREE THAT SHOULD I FAIL TO COMPLY WITH THE ABOVE, ALL PERMITS SHALL BE DEEMED REVOKED.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

## **SINGLE FAMILY DEVELOPMENT PROJECTS IN R-1 & R-1-H ZONES PUBLIC NOTICE SIGN REQUIREMENTS**

All applicants proposing additions and remodels that alter the exterior facades of a single-family dwelling as well as construction of new single-family dwellings in R-1 and R-1-H single-family residential zones are required to post a sign on the project site providing public notice of the pending development application.

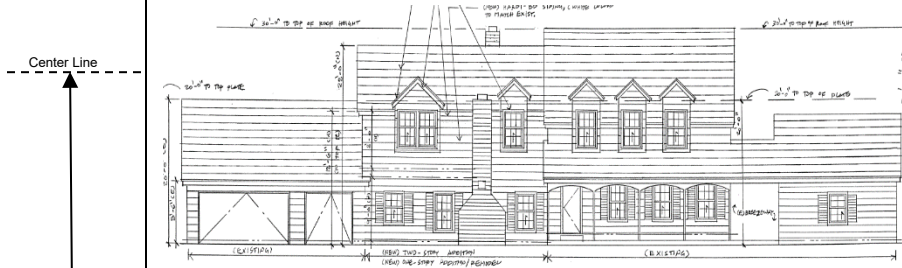
Requirements for the design, construction, and placement of the sign are as detailed below.

1. The sign is to be erected on the project site within 30 days of applying for a plan check (i.e., payment of plan check fees). The sign shall be maintained for the entire duration of the plan check process and is to be removed after the issuance of the building permit.
2. Sign specifications and design:
  - a. Size: 3 feet long by 3 feet tall
  - b. Height: See Figure below
  - c. Location: Front of project site facing the street. Sign cannot encroach into the public right of way (sidewalk and parkway).
  - d. The sign must be constructed on a weatherproof material and mounted onto a wood backing structure. Paper or cardboard is not acceptable. The sign must be supported by two posts with a minimum size of 4 inches by 4 inches, with a proper footing if required.
  - e. The background of the sign must be white with black lettering.
  - f. In the example the lettering shown in bold (including Project Address, Permit no., Project Description, and Proposed Dwelling) must use a 2" letter font size and other lettering must use a 1" font size.
  - g. Project sign is subject to approval by the City Planner after installation.

**Project Address: 123 Main Street, Burbank**  
**Permit No.: BSXXXXXXX**

**Project Description:** (Example) A request for a 1,333.5 square foot two story addition to the side of existing single family house, connecting the house to the existing detached three car garage.

**Proposed Dwelling:**



Planning Division: (818) 238-5250  
Applicant Contact: XXX  
Telephone: (XXX) XXX-XXXX

60"