



**CITY OF BURBANK**  
**BUILDING DIVISION**  
**PLAN SUBMITTAL REQUIREMENTS**

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

**Residential:**    New    Addition    Alteration                      **Commercial:**    New    Addition                      TI

	Documents	Check if Provided	Filled by Staff		
			Required	Provided	
<b>General</b>	Completed Building Permit Application Form		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Means and Methods Plan (For Tenant Occupied Residential Units)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Supporting Documents</b>	Structural Calculations		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Soil Report		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Title 24 report		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Plans</b>	Detailed statement of Scope of Work on Cover Sheet		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Project Data (Type of Const., Occupancy Group, sq. ft, etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plot Plan/Site Plan (including setback dimensions, location of driveways and trees, etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	General and Fire Life Safety Notes		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Floor Plans (Demolition, Proposed & Enlarged Plans, as required)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cross Sections/details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Elevations		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Roof Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Disabled Accessibility Details (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Energy Forms		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Foundation Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Excavation and Shoring Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Framing Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plumbing Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Mechanical Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Electrical Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No