



City of Burbank/COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

REQUEST TO EXTEND APPROVED CONSTRUCTION HOURS

PROCEDURE. In accordance with Section 9-1-105.8 of the Burbank Municipal Code, the Community Development Director may grant exceptions to the approved hours of construction wherever there are practical difficulties involved in carrying out the provisions of this section or other specific onsite activity warrants unique consideration. The exemption is not applicable when a request is being made for reasons of convenience only, as all construction projects can be considered inconvenient.

The extension request must be submitted in writing by providing the information on the application below along with any additional documentation pertinent to the request. The application will be reviewed by the CDD Director based on the following criteria:

- Proximity to residential structures
- Noise level of proposed construction
- Nature of the unique and practical difficulties

If granted, the approval will be subject to conditions including but not limited to:

- Neighbor notification. A sample letter will be provided for your convenience. Your notice must be approved by Building Division prior to distribution, and distribution must be at least 7 days in advance of proposed work.
- Contact information will be provided to residents, including names, phone numbers and cell phone numbers.
- Every attempt will be made by the contractor to mitigate the noise of the construction.
- No loud radios
- Construction lighting will be diverted away from residents
- Staging of equipment shall be located away from residential structures
- Changes to construction schedule must be re-approved by Building Division and neighbors re-notified by you.
- Violation of the policies and ordinances of the City of Burbank may result in revocation of the extension approval.

I AM SUBMITTING A REQUEST TO EXTEND THE HOURS OF CONSTRUCTION FOR THE FOLLOWING PERMITTED PROJECT:

PROJECT ADDRESS:

CONTRACTOR:

CONTRACTOR ADDRESS:

CITY/ STATE/ ZIP

PHONE:

CEL PHONE

PERMIT NUMBERS:

PLEASE EXPLAIN NATURE OF THE EXTRAORDINARY CIRCUMSTANCES:

SPECIFIC DATES AND TIMES OF EXTENDED CONSTRUCTION:

TYPE OF EQUIPMENT TO BE USED:

LOCATION OF WORK (I.E. INTERIOR, EXTERIOR, PARKING LOT):

APPLICANT'S STATEMENT

I certify that I have read and understand the provisions of this application.

Signed: _____

Applicant: _____

Date: _____

Address: _____