# PROJECT DATA

# SCHOOL FACILITIES FEE

**Deliver To:**
**Burbank Unified School District**
**Maintenance and Operations Department**
**Attn: BUSD Facilities; BUSDDeveloperFees@BurbankUSD.org**
**510 S. Shelton, Burbank CA 91506**
**(818) 729-5506 Hours of Operation: 0700 – 1100 (7 am – 11 am)**

**APPLICANT INSTRUCTIONS**

This project data sheet, along with the original building permit application. must be emailed to BUSDDeveloperFees@BurbankUSD.org, by the Applicant in order for the School District to calculate whether a school facilities fee will apply or not. The School District will contact the Applicant on the fee amount and the means of payment by email. A Building Permit will not be issued until a receipt is delivered to the Burbank Building & Safety Division from the School District via Email or FAX, indicating that the school facilities fees have been paid or that no charge was required.

☐ Residential ☐ Commercial ☐ Hotel/Motel

Project:

Project Description:

Square Footage:

Project Location:

Owner:

Address:

Telephone:

Applicant Name /Firm:

Address:

**School District - Please send Building and Safety a copy of the receipt via either Email (building@burbankca.gov) or FAX (818) 238-5242**

City of Burbank
Building & Safety Division
Community Development Department
150 N. Third Street, Burbank, CA 91502