



PROJECT DATA

SCHOOL FACILITIES FEE

APPLICANT INSTRUCTIONS

Burbank Unified School District (BUSD) is proud to partner with Facilitron to provide an easy-to-use online portal for registering and paying developer (school impact) fees! Please follow this link to use the online portal: <https://dfp.facilitron.com/busd91506>

The Portal allows you to create and submit projects, upload forms and information, calculate fees, and conveniently pay online by credit card, ACH (electronic check) transaction or by mailing in a paper check to Facilitron. Once submitted, paid fees will be verified by the school district staff and Certificates of Compliance (COC) can be issued.

Please upload this Project Data Form (*one per permit*), along with the original building permit application, in order for the School District to calculate whether a school facilities fee will apply or not. Please ensure plans checks have been completed for accurate square footage before submitting to School District. A Building Permit will not be issued until a final receipt is delivered to the Burbank Building & Safety Division, indicating that the school facilities fees have been paid or that no charge was required.

Residential ☐

Commercial ☐

Hotel/Motel ☐

Project BS # (*one per form*):

Project Location (*include new ADU addresses*):

Square footage:

Project Description:

Owner Name:

Owner Telephone:

Applicant/Contractor Name:

Applicant/Contractor Telephone:

Burbank Unified School District
Facilities Services Department
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