



**COMMUNITY  
DEVELOPMENT**

October 2, 2025

AMIR KACEM  
29641 SOUTH WESTERN #405  
RANCHO PALOS VERDES, CA 90275

Via email: [Kacemamir@gmail.com](mailto:Kacemamir@gmail.com)

**RE: Determination of Application: Approved  
Project No. 22-2941 – Development Review  
Located at 622 East Tujunga Avenue  
Date of Application Submittal: 05/19/2022**

Dear Mr. Kacem

This letter is to notify you that the Community Development Director has approved your application for Development Review to construct a three-story, three-unit residential structure, with an attached garage located at 622 East Tujunga Avenue, in the R-4 (High Density Residential) zone, pursuant to the ability of staff to affirmatively determine the project satisfies the requisites for approval (Attachment E) upon implementation of the attached Conditions of Approval (Attachment F).

Please be advised that the decision of the Community Development Director will become final fifteen (15) days from the date of this letter unless the decision is appealed to the Planning Commission. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or **by 5:00 p.m. on October 17, 2025**. If no appeal is filed, you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period. If appealed, this decision will be set aside, and the Planning Commission will conduct a De Novo review of the application and make a decision. The Planning Commission decision is final and cannot be appealed. If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at [xathomas@burbankca.gov](mailto:xathomas@burbankca.gov).

Sincerely,

Xjvirr A. Thomas  
Associate Planner  
Community Development Department

Patrick Prescott,  
Community Development Director

Enc: Attachment A Approved Plans  
Attachment B Project Summary and Background Information  
Attachment C Neighborhood Character and Compatibility Requirements  
Attachment D Burbank Municipal Code Compliance Matrix  
Attachment E Findings for Granting a Development Review Approval  
Attachment F Conditions of Approval

Cc: Kor Rostomyan, Property Owner – [Kor@regalrepair.com](mailto:Kor@regalrepair.com)

**ATTACHMENT A**  
**Page Reserved for Approved Plans**









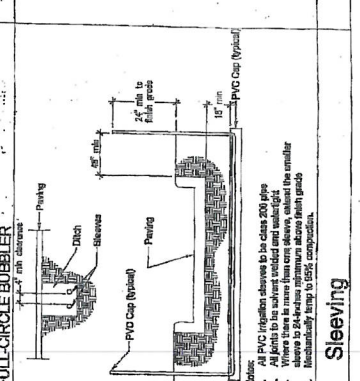
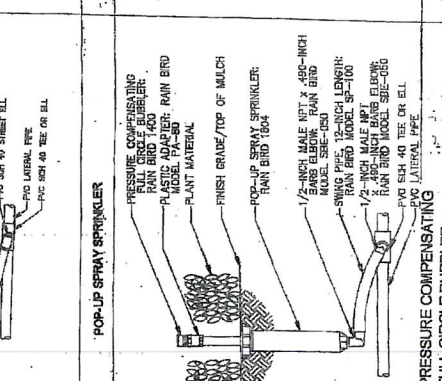
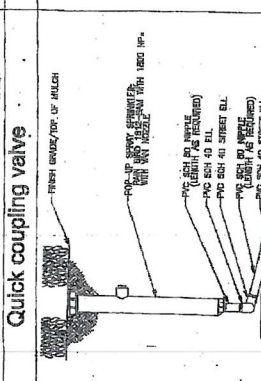
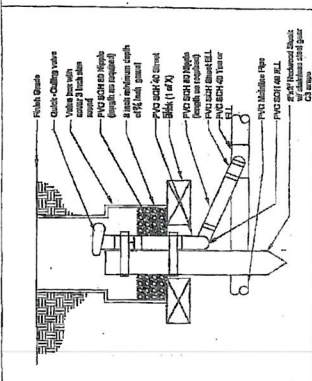
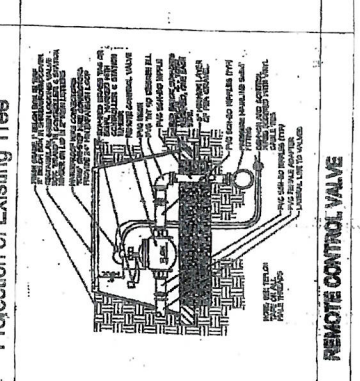
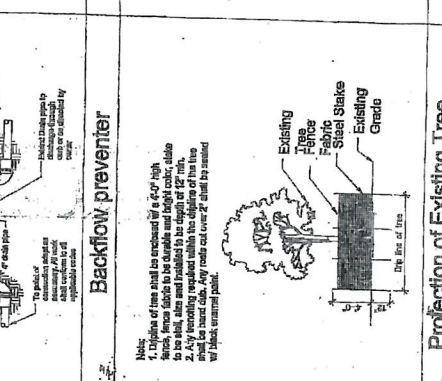
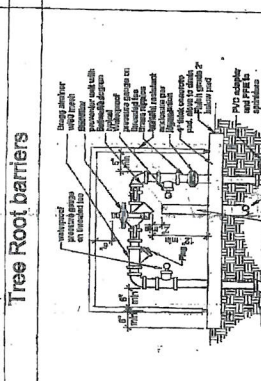
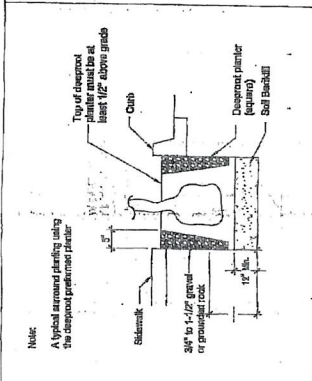
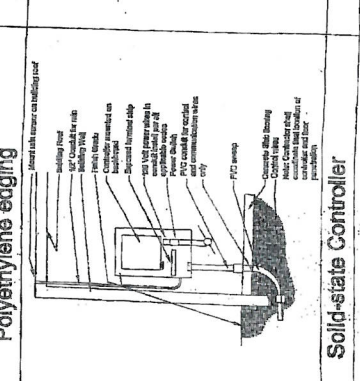
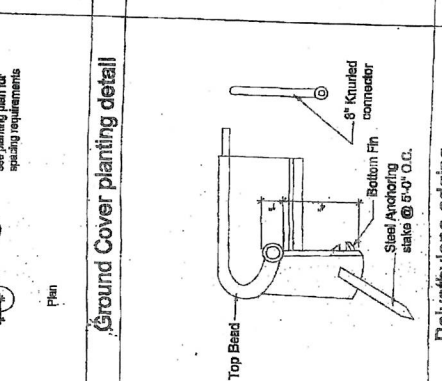
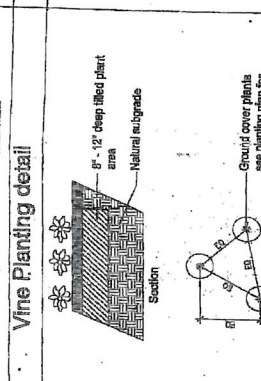
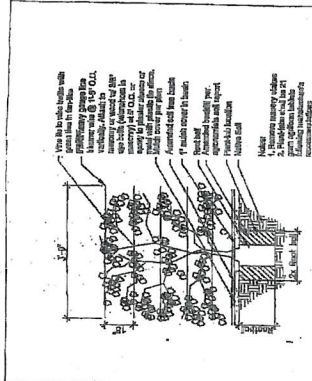
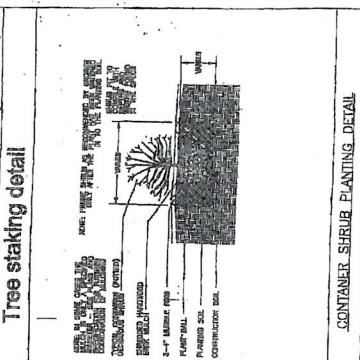
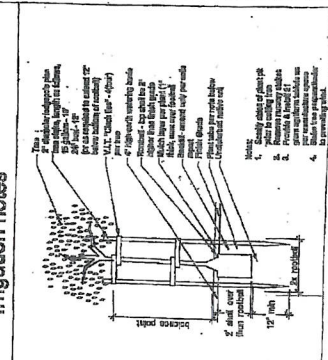
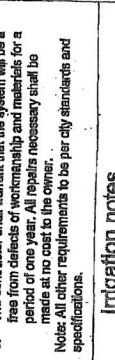
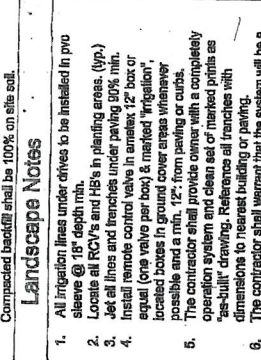
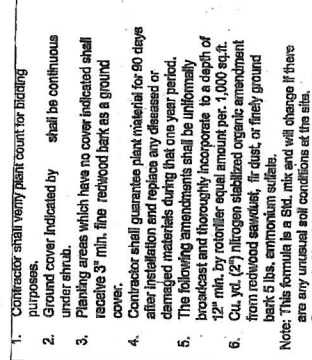




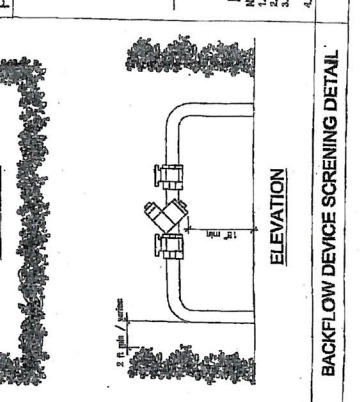
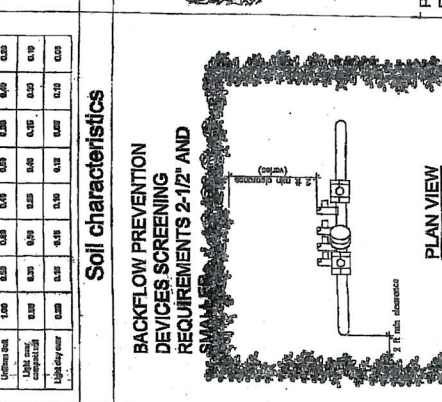


Note: Use details as specified in this project only.  
 LARRY C. THORN & ASSOCIATES  
 LANDSCAPE ARCHITECTS  
 1117 E. Broadway Blvd. O'Fallon, Illinois 62450  
 618-941-9189  
 larryc@lctha.com

Contractor shall verify plant count for bidding purposes.  
 Ground cover indicated by shall be continuous under shrub.  
 Planting areas which have no cover indicated shall receive 3" mulch, fine netwood bark as a ground cover.  
 Contractor shall guarantee plant material for 90 days after installation and replace any diseased or damaged materials during that one year period. The following amendments shall be uniformly broadcast and thoroughly incorporate to a depth of 12" min. by rototiller equal amount per 1,000 sq. ft. Cu. yd. (27) nitrogen stabilized organic amendment from rotwood sawdust, fir, dust, or other ground bark 5 lbs. ammonium sulfate.  
 Note: This formula is a mix and will change if there are any unusual soil conditions at the site.  
 Compacted basefill shall be 100% on site soil.



Soil Texture	Depth	Rate	Center	Side	Corner	Edge	Other
Coarse sandy loam	1.75	1.50	1.25	1.00	0.75	0.50	0.25
Coarse sand	1.75	1.50	1.25	1.00	0.75	0.50	0.25
Light sandy loam	1.75	1.50	1.25	1.00	0.75	0.50	0.25
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Note: All irrigation shall be in class 200 pipe.  
 All joints to be solvent welded and supported.  
 Where there is more than one sleeve, solvent the smaller sleeve to the larger sleeve.  
 Manufacturer's listing to 85% compatibility.

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## ATTACHMENT B

### Project Summary and Background Information

**APPLICANT:** Amir Kacem

**PROJECT TITLE:** 22-0002941 – Development Review

**PROJECT ADDRESS** 622 East Tujunga Avenue

**ZONING:** R-4                      **GENERAL PLAN:** High Density Residential

**SITE AND NEIGHBORHOOD CONTEXT:**

The 7,750 square-foot project site, located at 622 East Tujunga Avenue, is currently improved with a 1 single-family residence situated in the front half of the lot, and an existing two-story, two-unit Accessory Dwelling Unit at the rear of the lot. The surrounding area is primarily residential and features a mix of single-story and multistory multifamily developments. See Attachment C for the Neighborhood Character & Compatibility Analysis.

**PROJECT DESCRIPTION:**

The Project proposes to demolish the existing single-family residential structure to develop a three-story, three-unit residential structure in its place. The project proposes to attach a two-car garage to the rear of the three-story structure. The existing two-story, two-unit Accessory Dwelling Unit would remain. Refer to Attachment A for the approved set of plans.

**MUNICIPAL CODE CONFORMANCE:** The Project has been evaluated for consistency with the Burbank Municipal Code and, as conditioned, the Project will comply with all applicable objective development standards including, but not limited to, density, height, lot coverage, minimum and average setbacks, private open space, amenities, and landscaping. See Attachment D for the Municipal Code Compliance Matrix, and Attachment F for the complete list of Conditions of approval.

**ENVIRONMENTAL REVIEW:** This project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Section 15303(b) Class 3 of the CEQA Guidelines pertaining to the new construction of up to four dwelling units, or six dwelling units in urbanized areas. The proposed project is to add three dwelling units to a property. Therefore, this project qualifies for this exemption and there are no special circumstances that would preclude the use of this exemption.

**DATE SIGN POSTED ON-SITE:** February 10, 2025

**DATE PUBLIC NOTICE MAILED:** September 11, 2025

**DATE PUBLIC COMMUNITY MEETING HELD:** March 13, 2025

## ATTACHMENT C

### Neighborhood Character & Compatibility Analysis

Project Features	Neighborhood Character and Compatibility Analysis
Building Height	The project is compatible with the building height of the surrounding neighborhood, maintaining a scale that aligns with adjacent two and three-story structures. The overall massing has been carefully considered to reduce visual impact, with setbacks, plane breaks, and a flat roof design that help break up the building's form. The building height of the proposed three-story unit is consistent with the existing multi-story multifamily structures on E. Tujunga Avenue.
Building Size & Massing	The building's massing has been thoughtfully designed to align with the neighborhood context, with particular attention to reducing the visual impact of the three-story structure. Strategic plane breaks, combined with setbacks help to soften the overall mass. In addition, there are several existing multi-story multifamily structures located on E. Tujunga Avenue. These existing structures share similar building heights and roof styles, reinforcing the compatibility of the proposed design with the established neighborhood character.
Proportions of Elements Within a Building and Buildings Within a Project	The project maintains consistency with the proportions and design elements found in neighboring buildings. Key architectural features such as doors, windows, and patios are thoughtfully scaled and positioned to reflect the character of existing homes in the neighborhood. The placement and sizing of these elements are designed to maintain a balanced façade composition, contributing to a coherent and visually appealing street frontage. The neighborhood features a mix of spanish and minimal traditional architectural styles, which contribute to its distinctive and varied character.
Roof Design and Massing	The building design features a flat roof design. This design element helps to reduce the scale and create visual interest. The roof styles align with the common roof forms found throughout the neighborhood, where there are flat roofs, gable and pitched roofs are also prevalent in residential structures. This approach ensures the project complements the architectural character of the surrounding area.
Parking and Circulation Areas and Vehicle Access Points	The project provides the sufficient number of parking spaces on the site and creates access from both the existing driveway apron on E. Tujunga Avenue and the alley in the rear. There is a pedestrian pathway that provides access to all on-site amenities, including a permanent benches and BBQ area, enhancing connectivity and usability. The design reflects a common neighborhood pattern, where properties with multi-family units located on the lot often feature similar pedestrian pathways leading from the street to the unit, reinforcing walkability within the area.
Building Orientation Including Design and Location of Entries, Windows, and Balconies and Their Relationship to the Street and Neighboring Properties	The primary entry of the project faces the east elevation, oriented directly toward the street to establish a clear connection with the public right-of-way. The primary entry is accessible along a sidewalk parallel to E. Tujunga Avenue. The building orientation, entryway, and window locations are consistent with the design patterns found throughout the neighborhood, where similar front facing units, incorporate comparable design features to the street and neighboring homes. Further, the primary entry, windows, and

	<p>façade treatments have been thoughtfully positioned and scaled to provide natural surveillance, daylighting, and cross-ventilation while preserving the privacy of neighboring homes.</p>
<p><b>Pedestrian Access Points, Entry Locations, and Circulation</b></p>	<p>The project provides clear and direct pedestrian access from the public sidewalk to the front entry of the proposed unit, reinforcing a strong connection between the residence and the street. The dedicated walkway is designed to guide residents and visitors through the site in an intuitive and accessible manner, either through the side-yard or vehicular access through the driveway. In addition to the main entry, the path also connects to on-site amenities, including a permanent bench and BBQ area, supporting ease of movement throughout the property. These shared design elements support a walkable environment and maintain the cohesive, community-oriented character of the area.</p>
<p><b>Location and Orientation of Common and Private Open Space Areas</b></p>	<p>The project includes private open space areas for each unit on site. Despite not being required to provide any common open space area (BMC Table 101-1-628(A) footnote 13) the proposed project provides sufficient common open space that is thoughtfully landscaped. The private and common open space is located and oriented to maximize usability, comfort, and privacy. The common open space, which features a permanent bench and BBQ area, is easily accessible via the main pedestrian path, encouraging casual interaction among residents. The private open space is located either on the first floor (Unit #1) or in the form of private balconies (Unit #2 and #3), offering a quiet, functional outdoor area for residents to enjoy personal activities without compromising the privacy of neighboring properties. This configuration is consistent with the layout of other properties in the neighborhood, which typically incorporate a balance of shared and private outdoor areas, enhancing livability while respecting surrounding residential patterns.</p>

## ATTACHMENT D

### Compliance with Burbank Municipal Code Title 10 (Zoning)

(Title 10, Ch. 1, Article 6)

Project Component	Development Standard/ Requirement	Provided by Project
Lot Coverage	On lots located greater than 500 feet of single-family zoned property the maximum lot coverage is 70%	The project complies with the maximum lot coverage of 70 percent of the lot area when located greater than 500 feet of R-1 zoned property, with a 28 percent total.
Building Height	On lots located greater than 500 feet of single-family zoned property the max top of plate height is 35 feet and max top of roof is 50 feet	The project is within the maximum building height of 35'-0" to the top of wall plate and 50'-0" to the top of roof, as measured from Code-defined grade, which is the average elevation of the ground surface, prior to any construction or grading, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The maximum height to top of plate proposed is 27'-4", and the maximum height to top of roof is 31'-4".

- *Setbacks* – The following table identifies the minimum and average setbacks required and provided on the first and second stories, as measured from the new property line after dedication:

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	Min. Setback Required	Min. Average Required	Average Provided
Front yard setback	15' – 0"	17' – 0"	17' – 3"
Interior side yard setback (North)	6' – 0"	8' – 0"	13' – 0"
Interior side yard setback (South)	6' – 0"	8' – 0"	8' – 0"
Rear yard setback	6' – 0"	8' – 0"	70' – 8"
Front yard setback (Second Story)	15' – 0"	17' – 0"	17' – 3"
Interior side yard setback (North) (Second Story)	6' – 0"	8' – 0"	13' – 0"
Interior side yard setback (South) (Second Story)	6' – 0"	8' – 0"	8' – 0"
Rear yard setback (Second Story)	6' – 0"	8' – 0"	70' – 8"
Front yard setback (Third Story)	15' – 0"	17' – 0"	17' – 3"
Interior side yard setback (North) (Third Story)	6' – 0"	8' – 0"	13' – 0"
Interior side yard setback (South) (Third Story)	6' – 0"	8' – 0"	8' – 0"
Rear yard setback (Third Story)	6' – 0"	8' – 0"	70' – 8"

In addition to minimum building setbacks, the project complies with required building plane breaks described in BMC Section 10-1-628(G)(3), as the building has various articulations along the outside of the structure's elevations as a result of the project incorporating the required average setbacks.

Further, the project complies with the requirement contained in BMC Section 10-1-628(G)(4), which requires that no less than 25 percent and no more than 75 percent of the length of each elevation must be located behind the average setback plane for that elevation.

The project is also compliant with the following objective development standards listed in the table below:

Project Component	Development Standard/ Requirement	Provided by Project
Parking	2 spaces per unit with two or more bedrooms	The Project is proposing a 6 total parking spaces, in the form of a 2-car attached garage and 4 uncovered parking spaces in the rear of the lot.
Private Open Space	50 square feet minimum for each dwelling unit	Unit #1 is providing 330 sq. ft. on the first floor, Unit #2 is providing 200 sq. ft. and Unit #3 is providing 200 sq. ft.
Common Open Space	Minimum 150 square feet of common open space per unit	In compliance with BMC Table 10-1-628(A) – for a project with five units or fewer, 200-square feet of private space per unit may be provided in lieu of providing separate common and private open space. The project is providing 200 sq. ft. of private open space per unit thus does not need to meet the common open space requirement.
Landscaping	15% of total lot area must be landscaped.	16% of total lot area is landscaped
Amenities	For projects with 20 or fewer units, two (2) different items from the following: gazebo, spa, cooking /eating area with built-in barbeque, fountain, reflection pool, water garden, or permanently affixed outdoor seating.	Project provides 2 amenities in the common open space area: built-in barbeque with permanent seating.
Pedestrian Circulation	Pedestrian circulation paths must be provided to connect the following on-site and off-site locations and features:	Project is providing paved circulation paths onsite. The new pathway is for the proposed unit,

	<ul style="list-style-type: none"> <li>• Common building/project entries and individual unit entries</li> <li>• Parking garages and surface parking areas</li> <li>• Bicycle parking areas</li> <li>• Common open space areas including play areas, recreation areas, and sitting areas</li> <li>• Trash collection areas</li> <li>• Public sidewalks</li> </ul>	<p>garage, rear parking area, and common open space area. The path is partially landscaped and leads to the trash &amp; recycling area as well.</p>
<p>Trash/Recycling Collection Areas</p>	<p>All multi-family lots must provide a designated on-site trash and recycling collection area.</p>	<p>The proposed unit has a designated on-site trash and recycling collection area that complies with BMC Section 10-1-628(V).</p>
<p>Lighting</p>	<p>Lighting must be provided in all common areas including, but not limited to: parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways. Exterior lighting must be designed and installed such that light trespass onto adjacent properties and the public right-of-way is prevented.</p>	<p>Lighting provided in all common areas of the lot in a manner that prevents light trespass onto adjacent properties and the public right-of-way.</p>

## ATTACHMENT E

### **Analysis of Requisite Findings for Granting a Development Review (Multi-family)**

The Community Development Director must find that the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Application, subject to the Conditions of Approval in Attachment F.

***10-1-1912.A*** *A Development Review application shall be approved if the Director, or if appealed, the Planning Commission or City Council, finds that the application/project is consistent with all provisions of this Code. Any application not meeting code may be approved with conditions that assure code compliance.*

The new units were evaluated for compliance with the Burbank Municipal Code.

As noted in the Burbank Municipal Code Compliance Matrix in Attachment D, the Project complies with all applicable provisions of the Burbank Municipal Code (BMC). Therefore, this finding can be made.

***10-1-1912.B*** *Development Review applications for all projects in Multiple Family Residential Zones are also subject to the Neighborhood Character and Compatibility requirements in BMC Section 10-1-631.*

As required by BMC Section 10-1-631(B), the specific project features noted in Attachment C were considered in support of the findings made for 10-1-631 A.1 and 2.

***BMC Section 10-1-631.A.1*** *The project would not conflict with, or would have an adverse impact on, the existing or intended neighborhood character.*

As conditions, the Project will not conflict with, or have an adverse impact on, the existing or intended neighborhood character. The Project Site is zoned R-4, High Density Residential with a General Plan Land Use designation of High Density Residential. These designations are intended to accommodate a mix of residential development that are appropriate to single-family and multifamily residential neighborhoods. The existing development pattern within the immediate neighborhood includes of a mix of properties with single family and multifamily residential structures to the north, south, east, and west of the subject parcel, which is consistent with the R-4 and High-Density Residential designations

The Project will replace an existing single-family dwelling with a three-story, three-unit structure and will contribute to the City's stock of rental housing opportunities and mix of housing types, and the proposed structure is consistent with the surrounding neighborhood character along the east and west side of East Tujunga Avenue. The Project would result in

a total of three new dwelling units, which is consistent with the allowable density for the Project Site. Therefore, this finding can be made.

***BMC Section 10-1-631.A.2*** *The project would not have an adverse impact on nearby single family residential structures located in any single family residential zone.*

The nearest single-family zoned property is located approximately 850 feet from the Project site and the proposed project will not adversely impact this property. The proposed three-story structure will be replacing an existing one-story single-family residential dwelling unit at the front of the Project site and will not be visible to the nearest property in a single-family residential zone. In addition, the height and size of the proposed unit are also under the maximums permitted by the Burbank Municipal Code multifamily development standards. Therefore, the Project will not have any adverse impact on nearby single-family residential structures located in a single-family residential zone.

***BMC Section 10-1-1912.E*** *The Director Finds that minor revisions are needed to satisfy the requirements, subject to conditions of approval. Any conditions imposed are deemed to be appropriate or necessary to assure compliance with the requirements of the Burbank Municipal Code.*

The Conditions of Approval, included as in Attachment F, will ensure that the Project will meet the standards Burbank Municipal Code and all City Requirements. The standards include standard departmental Conditions as well as special conditions of approval that are based on Project features.

## ATTACHMENT F

### Project No. 22-0002941, Conditions Of Approval

#### Planning Division

1. Project No. 22-0002941 approves a Development Review to demolish the existing single-family structure and construct a three-story, three residential unit structure. Unless otherwise approved by the Community Development Director or his/her designee, the Site Plan, Floor Plan, and operational plan shall be substantial conformance with the conceptual plans approved on October 2, 2025 (Attachment A). The Community Development Director or their designee may determine what minor modifications to the approved plans may be considered to be in substantial conformance.
2. Unless otherwise modified by this entitlement or preempted by state or federal law, the Project shall comply with R-4 Zone property development and design standards. Compliance with these standards will be verified at the time of building permit submittal.
3. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on October 2, 2026), or the final decision following an appeal, unless the Property Owner or Permittee has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Any period of time during which the project is subject to a legal challenge shall not count towards the expiration date.
4. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Permittee, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the Permittee fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

5. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
6. The Permittee shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.

The Permittee shall incorporate a copy of these Conditions of Approval in all construction plans submitted to the Building and Safety Division for a building permit. The Permittee shall also provide a separate written document outlining how, or where, each of the Conditions have been addressed in the building permit plan set for all City Division/Department Conditions enclosed.

7. The plans submitted for building plan check shall include the following:
  - a. A clear call out all exterior building materials and colors on the elevations, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with smooth finish, plaster with smooth finish) to be used in construction.
  - b. The on-site amenities provided to ensure consistency with BMC Section 10-1-628(L). The amenity items may be substituted with a comparable amenity subject to approval by the Director. All amenities shall be constructed of high-quality materials and permanently installed as part of the project. All outdoor amenities must be located in open space area(s) and cannot be within any easement area.
  - c. A photometric plan during plan check showing compliance with the following requirements: Lighting shall be provided in all common areas including but not limited to parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, and shall be identified on the site plan and elevations submitted with the building permit application. The product specifications for all lighting fixtures shall be included in the plans submitted for building plan check. Outdoor lighting fixtures must be positioned and directed so as not to shine or cause glare onto adjacent properties of public rights-of-way, and a note shall be included on the plan set confirming such.
  - d. A Lot Coverage calculation that is consistent with BMC Section 10-1-628(C).
  - e. A calculation that establishes the Average Grade. The calculation shall be consistent with the definition of "Grade" if BMC Section 10-1-203.

- f. Include the dimensions of the balconies fronting the front yard area. The balconies shall not encroach more than 4-feet into the required minimum setback area.
  - g. Provide setbacks along the side property lines of at least 40-inches for air conditioning equipment, and accessory appliances such as benches/outdoor-seating.
  - h. Include a calculation identifying compliance with BMC Section 10-1-628(G)(3) that requires minimum and average requirements for the plane breaks.
  - i. Section details of all existing and/or proposed walls/fences. Walls/fences shall be consistent with BMC Section 10-1-628(A) and (H).
  - j. Provide information ensuring compliance with BMC Section 10-1-628(I)(7) regarding parking areas that are not located within an enclosed garage.
  - k. Provide information ensuring compliance with BMC Section 10-1-628(8) regarding parking spaces, driveways, back-up areas and access aisles.
  - l. Provide dimensions ensuring compliance with BMC Section 10-1-628(K)(12) regarding each dwelling unit must have a direct view onto either a public street or on-site open space.
  - m. Provide information ensuring compliance with BMC Sections 10-1-628(N) and (O) regarding landscaping.
  - n. Provide dimensions ensuring compliance with BMC Section 10-1-628(V) regarding trash collection areas.
  - o. Updates to the building elevations to ensure compliance with BMC Sections 10-1-628(P) and (O). Staff recommends working with the Project Planner ahead of submittal of the building permit application to address this item.
8. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.
9. If applicable, the Developer shall obtain approval from the U.S. Postal Service local growth coordinator to ensure that the plans properly locate the mailboxes. Contact [Cristina.L.Belendez@USPS.gov](mailto:Cristina.L.Belendez@USPS.gov) to obtain approval. Prior to issuance of a building permit, documentation regarding approval shall be provided to the Planning Division.
10. The Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department), or Developer shall arrange for self-hauling to an authorized facility.

11. The Permittee shall comply with all Department/Division comments and Code requirements and shall be verified by the responsible Department and/or the Building Official or their designee, prior to the issuance of any Certificate of Occupancy.
12. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.
13. The Permittee shall keep a copy of the Conditions onsite at all times available for public review. In addition, the Permittee shall display the current phone and email contact information of the Planning Division and Code Enforcement on a laminated weather-proof (or similar) sign, in a location of the Project Site that is clearly visible from the public right-of-way. The sign shall also state that the Conditions of Approval may be obtained from the City of Burbank Planning Division. The sign shall be installed prior to the issuance of a Certificate of Occupancy and remain in good repair for the life of the Project.
14. Prior to transfer of ownership and/or operation of the Project Site, the Permittee or Property Owner shall provide a written copy of Approval Letter and all attachments for the project to the new property owner and operator.
15. The Project shall comply with provision of replacement units as specified in (SB 330) Government Code Section 66300(d) in case of demolition of protected units.

### **Building and Safety Division**

16. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards, including all intervening Code cycles.
17. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at [eplancheck@burbankca.gov](mailto:eplancheck@burbankca.gov).
18. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
19. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.

20. This project is subject to Development Impact Fees as assessed by the City for construction of new commercial and/or residential square footage and as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.
21. Low Impact Development: A LID Plan is required for City review that provides a comprehensive, technical discussion of how the project will provide on-site retention in compliance with the requirements of the LID Ordinance and LID Standards Manual.  
Best Management Practices and control measures shall be prioritized in the following order:
  - i. On-site infiltration, bioretention, and/or rainfall harvest.
  - ii. On-site biofiltration, off-site ground water replenishment, and/or off-site retrofit.
22. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.
  - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
23. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas
24. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls. Standard Plans (<https://www.burbankca.gov/web/public-works/standard-plans>)
25. Separate Permits will be required for the following:
  - a. Demolition
  - b. Grading & Shoring
  - c. Architectural & Structural
26. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.
27. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.
28. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application.

29. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.
30. A stamped setback certification by a Licensed Surveyor will be required to certify the location of the new construction in relation to the setbacks prior to the first foundation inspection.
31. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
- Wood-framed, single-family dwellings not more than two stories in height;
  - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
  - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
  - Non-structural or non-seismic storefronts, interior alterations, or additions.
32. Approved hours of construction are:
- |                 |                    |
|-----------------|--------------------|
| Monday – Friday | 7:00 am to 7:00 pm |
| Saturday        | 8:00 am to 5:00 pm |
- No construction is permitted by contractors or subcontractors after hours, on Sunday or on City holidays without prior written request and approval from the Community Development Department.
33. Approval for development projects and building/ grading permits will not be granted/ issued until appropriate and applicable stormwater BMPs are incorporated into the project design plans. Also, a plumbing permit will be required for certain treatment control BMPs such as grease traps, sump pumps, and clarifiers. For all projects other than small scale residential developments (4 units or less), if an infiltration BMP is chosen for treatment control, and a report to address the feasibility of infiltration will be required to be submitted with the plan for review and approval. See forms at the end of this document.

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### **Public Works Engineering Division**

34. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor, prior to construction, and a corner record or record of survey of the references shall be filed with the county

surveyor. A permanent monument shall be reset, or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed the county surveyor prior to the recording of a certificate of completion for the project.

35. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].
36. Topographic site information, including elevations, dimensions/location of existing/proposed public improvements adjacent to project (i.e. street, sidewalk, parkway, and driveway widths, catch basins, pedestrian ramps).
37. No structure is permitted in any public right-of-way or any public utility easements/ pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].
38. No structure is permitted in any public street or alley or within any public utility, storm drain, or sewer easement located within the property [BMC 7-104, BMC 26-701.1].
39. Show dimensions and location of all proposed property dedications.
40. The dimensions and location of proposed dedications; for alley dedications, show elevations of the four corners of the dedication and centerline of alley.
41. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works EXCAVATION PERMIT is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at; <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
42. Dedicate to the City for street right-of-way: a portion of the property adjacent to alley frontage lying within 10 feet of alley centerline [BMC 7-3-106]. Contact Real Estate Division of the Community Development Department at (818) 238 – 5180 for information to accomplish this dedication.
43. Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.
44. Submit hydrology/hydraulic calculations and site drainage plans to Public Works Department for review. On-site drainage shall not flow across the public parkway

(sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face [BMC 7-26-102, BMC 7-13-117].

45. It is highly recommended that drainage calculations and analysis are submitted at an early stage of the project to Public Works and Building Department for review and approval.
46. An address form must be processed [BMC 7-3-907].
47. Plans should include easements, elevations, right-of-way/ property lines, dedication, location of existing/ proposed utilities and any encroachments.
48. Reconstruct dedicated portion of alley with asphaltic concrete pavement per City of Burbank Standard Plans BA-200 [BMC 7-3-105, BMC 7-3-106].
49. Resurface (grind and overlay minimum 2") Tujunga Ave. fronting the property to the centerline of the street per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.
50. Remove and reconstruct any portion of sidewalk that is uneven or up-heaving fronting the property along Frederic Street per City of Burbank Standards. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas identified after obtaining a Public Works Excavation permit [BMC 7-3-501].
51. Any portion of the public parkway (curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/ or reconstruction will be required whether the damages is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].
52. Building access doors, loading dock doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1]
53. If any utility cuts or construction related impacts are made on E. Tujunga Avenue adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.

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#### **Public Works Water Reclamation and Sewer**

54. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.

### **Public Works Wastewater Requirements**

55. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].
56. No personal connect to or tap to an existing public sewer without obtaining a permit [BMC 8-1-301].
57. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In addition, the applicant shall not obstruct or damage any part of the City sewer system, and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/ or repair the sewer system [BMC 8-1-311]. As such, it is required that all existing private sewer laterals are capped prior to any demolition activities.
58. A backwater valve is required on every private sewer lateral(s) connected to a private building (s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/ developer provides proof that the backwater valve(s) has been installed.

### **Public Works Stormwater Requirements**

59. Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition or commencement of construction until receipt of a certificate of occupancy. [BMC 9-3-407].
60. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Section 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's Low Impact Development (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

### **Public Works Traffic Engineering**

61. Parking spaces shall be constructed per BMC 10-1-1407, 10-1-1403, 10-1-1417, 10-1-1606.
62. A minimum backup turning radius of 24 feet must be provided for all parking spaces BMC 10-1-628 (I).
63. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a

5' by 5' visibility cut-off at intersection of street and driveway [BMC 10-1-1303(C)].

### **Public Works Field Services**

64. There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers and/ or bins shall not be visible from the street.

### **Parks and Recreation Department**

65. Submit landscape and irrigation plans prepared by a licensed landscape architect. Must comply with Municipal Water Efficient Landscape Ordinance (MWELO) requirements if over 500 square feet of landscape.
66. Tree protection zones will be required around all parkway trees during entire construction process.
67. Park Development Fee shall be paid prior to issuance of building permits: \$150/ bedroom.  
8 x \$150.00 = \$1,200
68. Street trees will be required if street trees are removed.
69. Street trees are required. Contact Forestry for the number of required trees and a list of approved street trees. All street trees shall be a minimum of 24" box size. Trees in grass shall be installed with Arbor Guards.
70. Add the following note on the planting plan: Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.
71. Provide irrigation or bubblers to street trees.
72. Provide automatically controlled irrigation system to the parkway.
73. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.
74. Add Tree Protection Zone to all trees along street side on both streets plus Irrigation Plan for Street Tree watering.

75. Applicant will use air tools or hand dig around tree roots in parkway.

### **Burbank Water and Power Water Division**

76. All plan submittals shall contain the following:  
Size and location of water services (domestic, fire, type and location of the backflow

assembly)

Calculations for sizing of domestic water meter and service

Landscape irrigation plans

Plumbing Plans

77. New domestic water service will connect from an 8" main located in Tujunga Ave. at a static pressure of approximately 80 psi.
78. The applicant shall be responsible for all additional costs of connection, installation, and abandonment.
79. Temporary potable water may be supplied from the 3/4" existing service located in the alley, Southeasterly to the property. The existing meter(s) and boxes(s) must always be protected in place.
80. Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.
81. Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).
82. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services.
83. If the Fire Department requires any new fire hydrants and/or fire services for this development, the Applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans.
84. A service connection shall not be used to supply utility services to any parcel of land other than the parcel for which the service connection is assigned. If multiple parcels are not consolidated into one parcel, each parcel will require their own potable and fire water services.
85. A copy of this Development Review shall be shown on the applicant's plan submittal.
86. The Applicant shall meet with utility representatives from BWP/Water, BWP/Electric, and Public Works/Sewer to discuss utility requirements in detail.

87. The water service for this project must be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A minimum \$50 backflow prevention plan check fee and up to actual cost will be applied. Both domestic and fire services will require installation of backflow prevention devices. Backflow devices must be installed on the applicant's property and as close as possible to the property line (Standard Drawing No. BWP-615).

### **Burbank Water and Power Electric Division**

88. All electrical installations must conform to the latest revision of the Burbank Water and Power (BWP) Rules and Regulations for Electric Service (Rules and Regulations). The Rules and Regulation can be viewed at: <https://burbankwaterandpower.com/electric/rules-and-regulations>
89. The following information shall be included in the construction plans:
- Location of the existing electric service panel.
  - Proposed location of the electric service panel/meters.
  - The width and the location of all the existing and proposed easements.
  - Fully dimensioned building elevations showing the structure's height from natural grade.
  - Location of existing utility poles adjacent to the project's property lines.
  - An electrical load schedule and single line diagram.
90. The proposed demolition of an existing dwelling unit located toward the rear of the lot to construct a new two-story second dwelling unit will conflict with the existing electrical service. Therefore, the applicant will need to contact the Electric Service Planner at (818) 238-3647 to obtain a confirmation of electric service for permanent and temporary power. BWP can provide one single-phase service of 400 amps or less to the property. In accordance with BWP's Rules and Regulations, overhead service will not be provided to any customer with a new development that requires total building demolition. Underground electric service is possible on the east side of the new two-story second dwelling unit. The applicant will be responsible for actual costs incurred by BWP associated with providing electric service solely for the customer's use and benefit. Costs shall include but are not limited to labor, equipment, metering, transformer upgrade, and the installation of electric service substructures. Aid-in Construction charges shall recover all actual costs to BWP associated with providing the necessary electrical facilities. The applicant can obtain one utility meter per unit provided that Public Works assigns an address for each unit.
91. The developer is responsible for the street lighting system traversing the project. The street light system is required to be underground fed with LED luminaires. The system would be fed from the underground service substructures installed by the applicant on the north side of the property. If existing lighting conditions do not satisfy this requirement, modifications will have to be made at the developer's expense. Standards and luminaries will be supplied by BWP at the developer's expense. A plot plan of the site must be

submitted to BWP during the initial planning stage of the underground substructure's street light design. A 3 feet Public Utility Easement will be necessary for the street light conduit run.

92. Only one service entrance is allowed per parcel. If metering is desired for multiple units, a single service entrance with multiple meter sockets will be required. The method and location of service will be determined in the confirmation of the electric service. The applicant can obtain one utility meter per single-family dwelling provided that Public Works assigns an address for the new three-story, three-unit residential structure.
93. No building or structure be allowed to encroach within the safety clearances of the existing high voltage and low voltage lines along the project's property line. Refer to drawing S-708 for the proper safety clearances from these electrical lines.
94. If temporary scaffolding, platforms, or supporting structures upon which laborers may work shall enter the building envelope clearance during construction, or if aerial truck access is to place workers within a minimum of ten feet of the primary high voltage conductors (up to 12kV), then BWP shall install primary hard covers to the pertinent area of high voltage conductors and exposed equipment at the owner's expense before any work being performed in that area.
95. No building or structure be allowed to encroach within the safety clearances of the existing high voltage and low voltage lines along the project's property line. Refer to drawing S-708 for the proper safety clearances from these electrical lines.
96. Existing BWP facilities shall be protected in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors.
97. The BWP fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
  - a) Design and engineering.
  - b) Providing and installing new facilities to serve the customer.
  - c) Relocating existing overhead or underground facilities.
98. For multi-metered services, all numbering must be completed in a permanent manner at all individual units and meter sockets before the service can be energized. See BWP Rules and Regulations, Section 2.68 for acceptable labeling (stenciling or riveted tags are required, permanent marker is unacceptable). Contact Public Works Engineering for unit numbering.
99. A Customer or Developer requesting a new, upgraded or replacement metered electric panel will be charged a Capacity Charge based on the kVA demand of such new,

upgraded, or replaced metered electric panels, which will be applied according to the current City of Burbank Fee Resolution. The kVA demand is calculated using the formulas per BWP Rules and Regulations 3.26(g).

### **Fire Department**

100. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Chief.
101. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code. 9-1-9-903(a)
102. Provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more. BMC 9-1-9-903.4.2.1
103. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow. BMC 9-1-9-903.4.2.1
104. Provide a Knox key box for fire department access. CFC 503.6.1/BMC 9-1-9-506.1
105. Provide a Knox KS-2 key access switch for security gates. CFC 503.6
106. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with  $\frac{3}{4}$  inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property. BMC 9-1-9-505.1.1/BMC 9-1-905.1.2
107. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Inspector in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet. BMC 9-1-9-906.6.7.1/CFC 906.1
108. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type. CFC 1010.1.9
109. Provide a fire alarm system. BMC 9-1-9-903.4.2.1
110. Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC Section 503 Through 503.

111. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code. CFC 503.2.3
112. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction. CFC 105.4.1
113. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. CFC 105.4.1
114. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction. CFC 501.4
115. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both. CFC 503.3 / CFC 3310.1 /CFC 3311.2
116. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required fire flow shall be provided when required by the chief.
117. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
118. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 238-3500 for specifications on the type of fire hydrants to be provided.
119. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.
120. Power and location of smoke detectors in Group R occupancies shall be in compliance with the California Fire Code, California Building Code as amended by the Burbank Municipal Code.
121. All existing single-family dwelling units intended for human occupancy shall have installed on or before July 1, 2011 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

122. All existing Multi-dwelling units intended for human occupancy shall have installed on or before January 1, 2013 carbon monoxide detectors in accordance with the Health & Safety Code §17926.
  
123. In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
  - a. Building Type Construction as defined by the California Building Code.
  - b. Square feet of the building.
  - c. The fire flow shall be gpm for hours in accordance with the CFC.

