



**BUILDING & SAFETY  
DIVISION  
CITY OF BURBANK**

PLAN CHECK: \_\_\_\_\_

DATE: \_\_\_\_\_

**OVER-THE-COUNTER PLAN CHECK CORRECTION LIST**

*BEFORE APPROVAL FOR CODE COMPLIANCE OR ISSUANCE OF A BUILDING PERMIT, THE PLANS AND APPLICATION FOR THIS CONSTRUCTION REQUIRE THE INFORMATION, REVISIONS, AND CORRECTIONS INDICATED BELOW. THE APPROVAL OF PLANS AND SPECIFICATIONS DOES NOT PERMIT THE VIOLATION OF ANY SECTION OF THE BUILDING CODE, OTHER ORDINANCES, OR STATE LAWS.*

**BUILDING ADDRESS:** \_\_\_\_\_

**PROJECT TYPE:** \_\_\_\_\_

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

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

**USE OF STRUCTURE:** \_\_\_\_\_

**TYPE OF CONSTRUCTION:** \_\_\_\_\_

**PLAN CHECK ENGINEER:** \_\_\_\_\_

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

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

Building permit application expires on: \_\_\_\_\_

*(Building Permit Plan Check Application will expire 180 days after the date of plan check fee receipt.) It is the responsibility of the Applicant/ Owner to request a Plan Check Extension in writing prior to the expiration date.*

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

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

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

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

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

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

The following \_\_\_\_\_ are items that remain to be corrected:

Corrections on Sheet #	Required Information:
<b>A. APPLICATION:</b>	
	A separate permit is required for any of the following: <ul style="list-style-type: none"> <li>• Accessory building</li> <li>• Grading and shoring</li> <li>• CMU walls</li> <li>• Demolition of entire existing structures</li> <li>• Detached accessory structures etc.</li> <li>• Retaining walls</li> <li>• Swimming pool</li> </ul>
	A Geotechnical\Soils report is required when any of the following conditions are met: <ul style="list-style-type: none"> <li>• Any sitework that is removes over 5 feet of soil,</li> <li>• Building a basement,</li> <li>• Building a new 2 story structure,</li> <li>• Building over an existing demolished pool, with no prior soil's compaction report.</li> <li>• Default soil site classification, CBC 1613.2.3, is not being used,</li> <li>• New construction of a commercial structure.</li> <li>• New construction on hillside lots,</li> </ul>
	New architect or engineer of record
	Provide an 8-1/2"x11" reduced copy of the Site Plan. (One copy required)
	<b>Deferred Submittals</b> for any element of a single-family dwelling, <i>except fire sprinklers &amp; roof truss, shall not be allowed.</i> <ul style="list-style-type: none"> <li>• All building elements shall be submitted and reviewed as a part of the plan review process prior to any permit issuance.</li> <li>• <b>Remove any reference to deferred submittals from the plans.</b></li> </ul>
<b>B. ADDITIONAL FEES:</b>	
	Plan check fees have not been paid. Contact <a href="mailto:BUILDING@BURBANKCA.GOV">BUILDING@BURBANKCA.GOV</a> for inquiry on payment. If payment has not been received by the next review cycle, review may be delayed.
	Significant changes to the original scope of work will require a modification to the Construction Valuation. Valuation is raised to: \$ _____
	Excessive number of resubmittals. Additional Plan Check fee will be required after the third review on an hourly rate basis.

		The permit application is nearing or has passed the expiration date. Submit the Plan Check Extension/Reinstatement Request form.
		A Community Development Fee of \$ _____ must be paid.
<b>C. PLAN REQUIREMENTS:</b>		
		The following plans are required for plan review and shall be drawn to scale with sufficient clarity.
		<b>Minimum Sheet size:</b> <ul style="list-style-type: none"> <li>• 11"x17"</li> </ul>
		<b>SITE PLAN:</b> <ul style="list-style-type: none"> <li>• 1/8" = 1'-0" or 1" = 10'</li> <li>• Complete plans showing yard setbacks, easements, lot dimensions, distances between buildings, size of building, accessory structures, pools...etc.</li> </ul>
		<b>EXISTING FLOOR PLAN and/or DEMOLITION PLAN</b> <ul style="list-style-type: none"> <li>• Fully dimensioned</li> <li>• Identifying and dimensioning any/all walls to be removed</li> <li>• Door and window opening sizes to be provided</li> </ul>
		<b>FLOOR PLAN:</b> <ul style="list-style-type: none"> <li>• 1/4" = 1'-0" (shall match the scale of the Structural Framing Plan and Demolition Plan)</li> <li>• Each level</li> <li>• Fully dimensioned</li> </ul>
		<b>ROOF PLAN</b> <ul style="list-style-type: none"> <li>• Fully dimensioned</li> </ul>
		<b>BUILDING ELEVATIONS &amp; SECTIONS:</b> <ul style="list-style-type: none"> <li>• 1/4" = 1'-0" OR 1/8" = 1"-0"</li> <li>• Dimension finished floor height, top of plate, and top of roof elevations, natural and finished grade around the perimeter of the building</li> </ul>
		<b>BUILDING CROSS SECTIONS</b> <ul style="list-style-type: none"> <li>• 1/4" = 1'-0" OR 1/8" = 1"-0"</li> <li>• Provide interior dimensions, insulation values, framing, etc.</li> </ul>
		<b>DETAILS:</b> <ul style="list-style-type: none"> <li>• 1/2" = 1'-0"</li> <li>• Details and dimensions must be specific to area of reference</li> <li>• Do mark 'Similar' on detail reference or maximum/ minimum dimension references</li> </ul>
		<b>ARCHITECTURAL DETAILS</b> <ul style="list-style-type: none"> <li>• Cross-referenced construction details</li> </ul>
		<b>DOOR/WINDOW SCHEDULE</b> <ul style="list-style-type: none"> <li>• Identify all "Egress" windows/doors</li> </ul>
		<b>FRAMING PLANS:</b> <ul style="list-style-type: none"> <li>• 1/4" = 1'-0" (shall match the scale of the Architectural Floor Plan)</li> </ul>
		<b>FOUNDATION PLAN</b> <ul style="list-style-type: none"> <li>• Fully dimensioned</li> </ul>
		<b>STRUCTURAL FOUNDATION, ROOF, and FLOOR FRAMING PLANS</b> <ul style="list-style-type: none"> <li>• Cross-referenced construction details</li> <li>• Must show grid system</li> </ul>
<b>D. PLAN REVIEW:</b>		
		<ul style="list-style-type: none"> <li>• <b>Provide drawings and calculations, uploaded to ProjectDOX for electronic review.</b></li> <li>• Sets must be deemed complete. <i>Each sheet must be uploaded as an individual file.</i></li> <li>• See the marked-up set of plans for additional corrections. Red marks apply to all similar conditions.</li> <li>• Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist</li> <li>• <b><i>A written response to each comment and show where and how it has been addressed is required.</i></b></li> <li>• Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process.</li> <li>• Itemize any changes, revisions, or additions made to drawings that are not a direct answer to a correction on a separate sheet.</li> </ul>

