



# PROJECT DATA

## SCHOOL FACILITIES FEE

**Deliver To:**

**Burbank Unified School District**

**Maintenance and Operations Department**

**Attn: BUSD Facilities; [BUSDDeveloperFees@BurbankUSD.org](mailto: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](mailto: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](mailto:building@burbankca.gov)) or FAX (818) 238-5242**

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