

General Comments Applicable to this Project

Plan Information

1. The following information shall be included on the construction plans:
 - a. Location of the existing electric service panel.
 - b. Dimensions/location of existing/proposed public improvements adjacent to project.
 - c. The width and the location of all the existing and proposed easements.
 - d. Fully dimensioned building elevations showing height of structure from natural grade.
 - e. Proposed location of the electric service panel/meters.
 - f. Proposed location of the any pad-mounted electrical equipment.
2. Plan approval will not be given until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.

Load Requirements (BWP Rules and Regulations 2.01(d), 2.01(j), 3.26 per BMC 8-2-203)

3. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, complying with BWP AutoCAD standards should also be provided to BWP Electrical Engineering to aid the electrical design. BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.
4. Loads below 5MVA will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.
5. Loads 5MVA or greater will require a new substation. The developer must provide the necessary space (a minimum of 125' x 80', with two 20' access roads on two sides), if a substation is required. Please contact BWP Engineering at (818) 238-3575 for details if the projected load will exceed 5MVA.

Substructure (BWP Rules and Regulations 2.50-2.53, 2.55, 2.80, 2.81 per BMC 8-2-203, General Plan Land Use Element Policy 4.11, 4.12)

6. Overhead BWP electrical facilities traversing or adjacent to the development are to be converted to underground at the developer's cost. The developer will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion.
7. The proposed development may require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.

ATTACHMENT B

8. The proposed development may require transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.
9. The installation of pad-mounted transformers and switches will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.
10. Provide a minimum 14' x 18'-6" clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each three-phase pad-mount transformer facility.
11. Provide a minimum 10' x 15'-6" clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each single-phase pad-mount transformer facility.
12. The proposed development may require the installation of 4' x 6'-6" primary pull-boxes.
13. The proposed development may require the installation of 8' x 14' primary manholes.
14. Additional conduits may be required to provide for future needs.
15. The developer will provide 5' wide recorded easement for the new underground system from the property line to the switch and a minimum 27' x 15' clear accessible easement for a pad-mount switch. The developer's surveyor will provide a legal description of the easements, which will be reviewed by Burbank Water and Power and then processed by the Community Development Department (contact 818-238-5250 for recording).
16. No permanent structures are allowed within the any existing or proposed easement within the development.
17. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
18. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.
19. Any existing and proposed substructure on-site and off-site, which may affect the location of the new underground electrical system and any other improvements shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.
20. BWP will provide the following items at the developer's cost:
 - a. Construction drawings for all substructure work
 - b. Engineering support during construction

- c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications
 - d. Installation of all transformers, switches, primary cables, and metering devices
 - e. Termination of the secondary cables at the transformer
21. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
22. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP inspector and the Building Inspector (switchgear inside the building) or by the BWP inspector (switchgear outside the building).
23. The Building Inspector will provide structural inspection of secondary conduits for compliance with the Building code-concrete encasements, fire walls, support of the conduit package, etc. The BWP inspector will inspect the amount and size of secondary conduits and cables.

Safety/Clearances

24. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 12' vertical and 6' horizontal from the existing high voltage lines along the existing alleys within project boundary. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
25. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 8' vertical and 3' horizontal from the existing low voltage lines along the existing alleys within project boundary. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
26. The State of California Public Utilities Commission General Order No. 95 requires that no temporary scaffolding, platforms or supporting framework upon which men may work be allowed to encroach within the required clearance envelopes as stated in the previous two comments.
27. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance. (*BWP Rules and Regulations 2.34(b) per BMC 8-2-203*)
28. Plans must be revised to avoid encroachment into the envelope as commented above. Building elevations will show the existing power poles, their height from natural grade, conductor attachment heights and locations (all surveyed), and the described above envelopes clear from any portion of the building per BWP drawing S-708.

29. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities 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. *(BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*
30. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane-imposed loads will be allowed on any existing manhole or pullbox structures. *(California Government Code 4216, BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*
31. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities prior to excavation at the developer's cost. *(BWP Rules and Regulations 1.12, 1.14, 2.01(e), 2.52(f), 2.54 per BMC 8-2-203)*

Aid-in-Construction

32. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of the latest version of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
 - a) Providing and installing new facilities to serve the customer;
 - b) Conducting feasibility studies and engineering;
 - c) Relocating existing overhead or underground facilities.
33. 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).
34. Depending on local site conditions and the location of the project, AIC costs can vary widely from project to project. For reference, historical AIC costs for developments between 1 MVA and 5 MVA have ranged from \$400,000 - \$1,200,000 (2021 dollars) per MVA. For projects in this size range, BWP recommends performing a feasibility study early on in the project to determine a proposed electrical route and a rough cost estimate.
35. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

Metering/Service *(BWP Rules and Regulations 2.61-2.75 per BMC 8-2-203)*

36. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).

37. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.
38. Service to the addition will be from the existing customer-owned facilities.
39. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designations.
40. The service switchboard rating shall be limited to 3000 Amps. Five copies of EUSERC drawings of the switchboard shall be provided to BWP for approval prior to submittal to the manufacturer. Service shall not be energized unless these drawings are provided.
41. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.
42. All new metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

Street Lighting (BWP Rules and Regulations 3.19(c)4 per BMC 8-2-203)

43. The developer is responsible for the street lighting system traversing or adjacent to the project. The street light system is required to be underground fed with LED luminaires. If existing lighting conditions do not satisfy this requirement, modification 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 project for street light design.
44. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.

Fiber/Communication

45. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. To facilitate connection, a conduit should be installed between the electric meter room and the telecom/data MPOE. For further information, email support@oneburbank.com or call 818-238-3113.

46. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable T.V. facility conflicts.

Landscaping (BWP Rules and Regulations 2.52(i) per BMC 8-2-203)

47. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.
48. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown on the building elevations. All screen walls detached from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.
49. BWP landscaping requirements for transformer pads and switch pads:

Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:

- a) New plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of a groundcover type. This is considered the working zone.
- b) Outside of the working zone, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight-foot radius to lessen future root conflicts.
- c) Landscaping grade shall be a minimum of five inches below the grade level of the top of transformer pads.
- d) All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads. Additionally, surface water shall drain away from the concrete pads.

Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

Energy Efficiency

50. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.

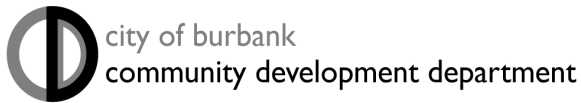
51. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption. (*BWP Rules and Regulations 2.21 per BMC 8-2-203*)

Electric Vehicle Charging

52. Electric Vehicle (EV) parking capacity shall be in accordance with Title 24 building code requirements. Plans shall detail all planned EV charger installations as well as all EV capable parking spaces. The electrical service panel shall include capacity to simultaneously charge all EV capable parking spots at their full-rated amperage whether installed or not.
53. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network, consisting of 45 Level 2 charging ports and 2 DC Fast Chargers (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Andres Azarian at 818-238-3868 or AAzarian@burbankca.gov. Additionally, information can be found at <https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate>.

Additional Comments

For additional information or questions please contact **Michael Truong, Electrical Engineering Associate II**, BWP at (818) 238-3654 or mtruong@burbankca.gov.



memorandum

DATE: May 28, 2024

TO: Joseph Onyebuchi, Associate Planner (ext. 5267)

FROM: Building & Safety Division

SUBJECT: **Project No. 24-0002257 (SB 35 Formal Application)**
Located at 910 S Mariposa St

Based on the drawings submitted for this review, the following requirements apply to the project. Additional requirements will be included when complete drawings are submitted for Plan Check. The applicant and/or project designer is responsible for ensuring that all mandatory information required for permit issuance has been addressed on the plans.

DEVELOPMENT REVIEW IS NOT A PLAN CHECK REVIEW. Plan check review requires submittal of complete construction documents and calculations. Questions concerning exiting, fire-resistance, and occupancy should be presented to the Building Division in writing accompanied by appropriate plans.

Please review the following comments.

1. 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.
2. 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.
3. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
4. 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.

ATTACHMENT B

5. Development Impact Fees are assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code. **(BMC 10-22-1)**
6. 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. **(BMC 9-3-414)**
 - 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.
7. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review. **(BMC 9-3-500)**
 - Full structure demolition and new construction are required to provide a full MWELo plan check set for 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.
8. 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. **(BMC 9-1-2 & CBC CH 11)**
9. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls. **(BMC 10-1-1401)**
10. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Mechanical
 - e. Plumbing
 - f. Electrical
11. 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. **(BMC 9-1-2 & CBC 107.3.4.1)**
12. 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. **(BMC 10-1-603 & 10-1-1113.1)**

ATTACHMENT B

13. 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. **(BMC 9-3-403)**
14. 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. **(BMC 9-1-11-1012)**
15. 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. **(BMC 9-1-1-107)**
16. 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: **(BMC 9-1-2R-R301.1.3.2)**
 - 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.
17. 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. **(BMC 9-1-1-105.10)**



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

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, a soils report to address the feasibility of infiltration will be required to be submitted with the plan for review and approval.

Project Name:

Street Address:

City:

Zip Code:

**Latitude of Project
Location (at least 6
decimals):**

**Longitude of Project
Location (at least 6
decimals):**

Parcel APN:

Project Type:

BMP Type:

Total Drainage Area:

Predominant Land Use:

Project Capital Cost:

Native Soil:

Managed by BMP: _____ acres

Project Storage Capacity: _____ ac-ft

Total Drainage Area to BMP: _____ Acres

Storm Water Quality Design Volume: _____ cubic feet

Infiltration Rate: _____ in/hr

% Imperviousness of Drainage Area: _____ %



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

User-Estimated Water Supply Benefit:		ac-ft per year
Is Project Storage Capacity Equal to Runoff from the 85th Percentile, 24-hour Storm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
85th %-tile Vm:		ac-ft
Does BMP have a diversion structure to inlet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate design diversion rate:		acres cfs
BMP Footprint:		acres sq ft
Depth to bottom BMP from Inlet:		acres ft
Commercial Land Use in Drainage Area:		Acres
Residential Land Use in Drainage Area:		Acres
Industrial Land Use in Drainage Area:		Acres
Institutional Land Use in Drainage Area:		Acres
Street/Road Land Use in Drainage Area:		Acres
Open Space Drainage Area:		acres