BUILDING & SAFETY DIVISION

CITY OF BURBANK

PLAN CHECK: _____

DATE: _____

GRADING & SHORING 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*
A. PLAN RECHECK:	
	☐ • **Provide updated correction drawings, uploaded to ProjectDox for electronic review.** • Sets must be complete. Upload each sheet of the drawings as an individual file. • See the marked-up set of plans for additional corrections. Red marks apply to all similar conditions. • Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist. Provide a written response to each comment and show where and how it has been addressed. 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. • Itemize any changes, revisions, or additions made to drawings that are not a direct answer to a correction on a separate sheet.
	☐ All plans and calculations shall be stamped and wet signed (or electronically stamped and signed) by an architect or engineer licensed by the State of California. (**BP 5537, 6735**)
	☐ Plans are illegible and/or prints are too light/dark. Provide clear and legible plans for review.
	☐ **Submitted plans and related documents are not complete. Additional reviewing time may be necessary upon re-submittal. Please submit complete plans for review.**
B. ADDITIONAL FEES:	
	☐ 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 the expiration date. Submit the Plan Check Extension Request form prior to the expiration date.
	☐ The permit application has passed the expiration date and is considered cancelled. To reinstate the plan check, submit the Plan Check Reinstatement Request form

C. DEPARTMENTAL CLEARANCES:		
	☐	**ALL CLEARANCE SIGN-OFFS ARE TO BE PROVIDED THROUGH PROJECTDOX:** Upon Plan Check completion and approval, the Plan Check Engineer will verify that all departments have provided approval/clearance of documents and thereby provide final electronic approval. Applicant will be required to print out 1 set to provide for General Contractor.
	☐	**BWP/ Water Division** 164 W. Magnolia Boulevard
	☐	**BWP/ Electrical Division** 164 W. Magnolia Boulevard
	☐	**Fire Department** 311 E. Orange Grove Avenue
	☐	**Public Works Dept.** 150 N Third Street
	☐	**Planning Division** 150 N Third Street
	☐	**Parks & Recreation** 150 N Third Street
		REVIEW CLEARANCES:
	☐	Provide tabulated earthwork, including import/export quantities in cubic yards.(Total cut and fill)
	☐	Provide a copy of soils and/or geology reports~~)~~ for review and approval. An engineering soil/ geological report shall be submitted based upon the grading plans.
	☐	Provide a copy of LID/hydrology report for review and approval.
	☐	Comply with the recommendation in the approved soils/geology report and the conditions of approval. Conditions of approval shall be incorporated onto the plan.
	☐	For haul routes, connect with Public Works for permit and review.
	☐	Continuous inspection by the soils engineer/geologist is required
D. APPLICATION:		
	☐	A separate permit is required for demolition, swimming pool, accessory building, retaining walls, CMU walls, and/or detached accessory structures etc.
	☐	New architect or engineer of record.
	☐	Provide an 8-1/2”x11” reduced copy of the Site Plan. (One copy required)
	☐	**SCAQMD Rule 1403** requires the contractor to file a Demolition Notification with the SCAQMD 10 days prior to issuance of a Demolition Permit.
	☐	Protection of adjoining property, incorporate requirements of section 3307 onto plans.
	☐	Grading Bond (>250 CY total cut and fill in the hill area, >500 CY total cut and fill in other areas.) HILL AREA: All of the City northeasterly of Kenneth Road.
	☐	Submit Covenant Agreement for permanent BMPs per LID report.
E. PLAN REQUIREMENTS:		
		Provide the following drawings:
	☐	**SITE PLAN** - Completely showing yard setbacks, easements, lot dimensions, distances between buildings, size of building, accessory structures, pools… etc. . Show compliance with section J104 requirements of CBC)
	☐	**EXISTING AND NEW CONTOUR PLAN** -Contours showing the topography of the existing ground. Contour intervals shall be consistent with the existing terrain and shall be accurate to accepted mapping standards for the map scale. Contours shall be extended past the boundary lines of any project for a minimum of fifty feet (50'). Where unusual topography exists adjacent to a site, i.e., natural watercourses, etc., the contours shall be extended to include the same. Contour maps submitted pursuant to this subsection must bear the name of the person responsible for their preparation. Clarify between original (natural) and proposed contours. All existing grading must be permitted and meet current Code requirements.

	☐	Plans shall include the following: 1. A vicinity sketch or other data adequately indicating the site location; 2. The legal description and street address of the property on which the work is to be performed, and the name and address of the owner; 3. The estimated cost of the work; 4. Property lines and dimensions and bearings of the property on which the work is to be performed; 5. Limits and quantities (in cubic yards) of cuts and fills; 6. Location of any buildings or structures on the property where the work is to be performed, and the location of any building or structure on land of adjacent property owners which are within twenty five feet (25') of the property boundary. 7. Elevations, dimensions, location, extent, and the slopes of all proposed grading shown by contours and other means; 8. A certification of the quantity and type of material of excavation and fill involved and estimated starting and completion dates; 9. Source of material to be used for fill or location to which excavated material will be removed or both; 10. Proposed routes for hauling material, hours of work and method of controlling dust; 11. Detailed plans of all drainage devices, walls, cribbing, dams, or other protective devices to be constructed in connection with, or as part of the proposed work, together with a map showing the drainage area and calculated runoff of the area served by the drains, subdrain location and approximate length; 12. Structural engineering calculations and construction details prepared by a California registered civil or structural engineer for any retaining walls, shoring, bracing, or other structural protective devices; 13. Whether the applicant is the owner of the property on which the grading, excavating, or filling is to be done and, if not, the name and address of the owner and written evidence of their consent; 14. Whether the site is being subdivided under the State Subdivision Map Act; 15. The name and address of the contractor who will be in charge or control of the work; 16. Any additional plans, drawings, or calculations the Director may require because of special characteristics found to exist upon the grading site.
	☐	Special Inspections: Where determined from the grading plans and site investigation that conditions warrant professional supervisory control, the permittee shall employ: 1. A registered civil engineer to supervise all grading. 2. A soils engineer to provide sufficient inspection as to ensure proper fill control over grading operations. 1. An engineering geologist to provide geological inspections. These inspections shall include, but not be limited to, the adequacy of natural ground for receiving fills and the stability of cut slopes with respect to geological matters, and placement of subdrains or other ground water drainage devices. They shall report their findings to the soils engineer and the civil engineer and submit such findings.
	☐	**SITE CROSS SECTIONS**
	☐	**SITE SPOT ELEVATIONS** – Provide top of footing elevations, natural and finished grades around the perimeter of the building
		On the COVER SHEET provide the following:
	☐	Provide a fully dimensioned plot plan to scale
	☐	Provide complete and correct legal description (Tract, Lot, Block, and Grant Deed).
	☐	A grading bond calculated per **(BMC 9-1-2-J104.5)** is required for projects with over 250 cubic yards of cut or fill in “Hillside Grading Area”. Bond Forms once completed will be approved by the plan checker prior to submitting to City Attorney’s Office. See the attached Bond Instructions and Bond Forms for additional information.
	☐	Provide complete contact information for: • Applicant • Owner • Engineer • Architect • Contractor

	☐	Obtain separate application for the following items: • Retaining walls • Block walls • Swimming pools

	☐	The permit application must be signed by the licensed contractor or authorized agent at the time the permit is to be issued:
		• For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:
		  • Certificate of workers Compensation Insurance made out to the Contractors State License Board.
		  • Notarized letter of authorization for agents.
		  • Copy of Contractor's State License or pocket ID
		  • Copy of business tax registration certificate or a newly paid receipt for one.

	☐	Provide a complete detailed description of the Scope of Work.
	☐	Provide a complete Index of drawings.
	☐	A Grading and Shoring application is required for all grading permits. Applications can be obtained online at www.burbankca.gov and are available at the local Building & Safety Office. Applications can be submitted by hand, or electronically (see website address above).
	☐	The following Geotechnical/Geological information or details must be included on grading plans. (J104.3)
	☐	A geotechnical report prepared by a registered design professional shall be provided.
	☐	The nature and distribution of existing soils.
	☐	Conclusions and recommendations for grading procedures.
	☐	Soil design criteria for any structures or embankments required to accomplish the proposed grading.
	☐	Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.
F. SITE REQUIREMENTS:		
	☐	Site Development and Grading shall be designed to provide access to all entrances and exterior ground floor exits for structures, and access to normal paths of travel (**CBC 11B-206**). The following Accessibility details must be included on the grading plans.
	☐	Surface slopes of accessible parking spaces shall be the minimum possible and shall not exceed one unit vertical to 48-units horizontal (2-percent slope) in any direction. (**CBC 11B-502.4**)
	☐	Provide a curb or wheel stop shall be provided if required to prevent encroachment of vehicles over the required clear width of adjacent accessible routes. (**CBC 11B-502.7.2**)
	☐	Walk and sidewalk surface cross slopes shall not exceed 1:20. (**CBC 11B-403.3**)
	☐	Walks, sidewalks, and pedestrian ways shall be free of gratings whenever possible. For gratings located in the surface of any of these areas, grid openings in gratings shall be limited to ½" in the direction of traffic flow. If gratings have elongated openings, they shall be placed so that the long dimension is perpendicular to the dominant direction of travel. (**CBC 11B-302.3, Fig 11B-302.3**)
	☐	The following statement signed by both the soils engineer and geologist, shall be on the final plans: This plan has been reviewed and conforms to recommendations of soils engineering/geologic reports dated _____ Signature and date _____
	☐	Provide cross-sections of slopes showing existing grades, proposed slopes, areas of cut or fill, retaining walls, structures and property boundaries.
	☐	Detail on plans the method of temporary excavations. Dimension max vertical cuts and show trim slopes.
	☐	Locate the basement walls/retaining walls a minimum 12" away from the property line to accommodate the placement of the subdrain device.
	☐	The following requirements to control and protect pollutants generated from grading construction activities are based on the project size:
	☐	For all construction sites with a disturbed (graded) area of one acre or greater or as determined by the building official, an Erosion and Sediment Control Plan must be reviewed and approved prior to approval of the grading plans.

	☐	For projects with one acre or greater of disturbed area , a State Storm Water Pollution Prevention Plan (STATE SWPPP) must be prepared, and a "Notice of Intent" (NOI) filed with the State Water Resources Control Board. Prior to grading approval applicant must file a NOI and obtain a Waste Discharger identification number (WDID) from the State Water Resources Control Board.
G. SITE DRAINAGE:		
	☐	Provide hydrology calculations to justify drainage design. Calculations shall be based on the proper 50- year isohyetal map provided by L.A. County.
	☐	Detail pad elevations to provide minimum of 2% drainage to street.
	☐	Detail on plan methods proposed to intercept and carry off subsurface water.
	☐	The following drainage information or details must be included on grading plans.
	☐	Show contours, topography, elevations, flow lines, & flow arrows as necessary to define site drainage.
	☐	Show the location of any existing or proposed storm drains and associated easement and reference them on the plans. Show all details including pipe sizes, invert elevations, type of construction material, inlet and outlet structures, energy dissipater, profiles, etc.
	☐	Provide a cross-section of access road to define drainage.
	☐	Show flow elevation of all drainage devices at inlets, outlets, grade breaks and at 100' intervals where applicable.
	☐	Label the finish floor (FF), finish pad (FP) elevations and adjacent grades to proposed buildings
	☐	Effective, December 1, 2015, all developments that fall into one of the following categories must obtain a Landscape Permit (Title 23 of California Code of Regulations, Chapter 2.7, Section 490.1 of "Model Water Efficient Landscape Ordinance (MWELO)". See exemptions in in same section for historic sites, ecological or mine reclamation projects:
	☐	**Full Site Removal of All Existing Structures Will Require Full MWELO Plan Check Review.**
	☐	New Proposed Landscape 500 square feet or greater
	☐	Rehabilitated Landscape 2500 square feet or greater
	☐	Specify both here and on the plans: The total proposed landscape area is _____ square feet.
	☐	Submit Landscape Plans to Building & Safety Division for review and approval. Landscape Plans must be approved issued and finaled prior to Final Inspections.
	☐	The following statement shall be added to plans and must be signed by the consultant civil engineer or licensed plan preparer: I have complied with the criteria of MWELO and applied the requirements accordingly for the efficient use of water in the grading design plan. Name and Signed: _____ Title: _____
	☐	Projects having landscaping equal to or less than 2500 square feet and are proposing rainwater storage or graywater use for irrigation is subject only to Appendix D Section (5) of MWELO. https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/MWELO-Files/MWELO-Guidebook/1--Model-Water-Efficient-Landscape-Ordinance-Guidebook.pdf
H. RETAINING WALLS:		
	☐	A separate plan check and/or permit is required for retaining walls. Submit structural details and design calculations.
	☐	Provide retaining wall details on plans, show: surface drains, subsurface drains, slope of backfill, ties at change in wall thickness and reinforcement.
	☐	Provide a minimum Safety Factor of 1.5 against sliding and overturning. (**CBC 1807.2.3**)
	☐	Basement walls and slab shall be waterproofed with an approved waterproofing material.
	☐	Provide material specifications for masonry, reinforcing steel, grout, mortar and concrete. Also specify any required continuous inspections per (**CBC 1704**).
	☐	Provide a 42" guardrail on top of walls for yard areas which drop more than 30 inches. (**CBC 1015.2**)

	☐	Basement and retaining walls over 6 feet high are to be designed for additional lateral loads due to earthquake motions as required by (**CBC 1803.5.12**) for Seismic Design Category D, E or F.
I. SHORING:		
	☐	Calculate the deflection of soldier piles and compare with the maximum allowable as specified in the approved soil or foundation report.
	☐	Comply with requirements for shotcrete per **Code Section 1908**.
	☐	Design and detail required lagging.
	☐	If tie-back anchors extend across the property line, a notarized letter is required from the adjacent property owner allowing the anchors to extend into their property. A separate permit is required for such offsite work. Approval from Public Works is required for encroachment of anchors into the public way.
	☐	Shoring system is not allowed to support surcharge from adjacent structures without the recommendations of an approved soil report and evidence that the adjoining property owner has been notified 30 days in advance.
	☐	Specify the Research Report number for tie-back system. Comply with approval conditions and attach a copy to the field set of plans.
	☐	Provide material specifications for: Concrete/ gunite: strength and type Steel: structural, reinforcing, prestress rods or strands. Wood: species, grade, and decay resistance Welding Rods
	☐	Specify on plans continuous inspections for: Concrete over 2500 psi Installation of Tie-back anchors Field welding Excavation [by Soils Engineer]
	☐	Specify & detail on plans excavation, shoring installation, and sequence of construction procedures.
	☐	Obtain Department of Public Works approval for shoring adjacent to the public way.
J. LOW IMPACT DEVELOPMENT:		
	☐	LID standards are intended to distribute stormwater and urban runoff across developed sites to help reduce adverse water quality impacts and replenish groundwater supplies. The LID Manual is available at the following link: http://burbank.granicus.com/MetaViewer.php?view_id=6&clip_id=6855&meta_id=264073
K. ADDITIONAL CORRECTIONS		
	☐	SEE MARKED SUBMITTAL SET FOR ADDITIONAL CORRECTIONS AND CLARIFICATIONS
	☐	THE COMMENTS LISTED HEREIN ARE NOT COMPREHENSIVE. ADDITIONAL COMMENTS MAY FOLLOW.
	☐	PROJECT MAY BE SUBJECT TO MWELO REQUIREMENTS. SEE ATTACHED DOCUMENTS.
	☐	COMPLETE WATER CONSERVING PLUMBING FIXTURES CERTIFICATE OF COMPLIANCE AND ADD TO PLAN (ATTACHED).
	☐	CALGREEN MANDATORY MEASURES SHALL BE REPRODUCED ON THE PLANS. SEE ATTACHED DOCUMENTS.
	☐	APPLICANT IS REQUIRED TO POST A SIGN ON THE PROJECT SITE PROVIDING PUBLIC NOTICE OF THE PENDING DEVELOPMENT APPLICATION. SEE CORRECTION NOTES HANDOOUT SHEETS FOR SIGNAGE DETAILS.
	☐	UPDATE / REVISE ALL NOTES, CODE SECTIONS, AND/OR REFERENCES ON SUBMITTED PLANS.
	☐	PLAN CHECK FEES HAVE NOT BEEN PAID. CONTACT BUILDING@BURBANKCA.GOV FOR INQUIRY ON PAYMENT. IF PAYMENT HAS NOT BEEN RECEIVE BY NEXT REVIEW CYCLE, REVIEW MAY BE DELAYED.
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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:	%
User-Estimated Water Supply Benefit:	ac-ft per year

LID / ULAR EWMP BMP REPORTING INFORMATION

Is Project Storage Capacity Equal to Runoff from the 85th Percentile, 24-hour Storm?	☐ Yes	☐ No
85th %-tile Vm:		ac-ft
Does BMP have a diversion structure to inlet?	☐ Yes	☐ 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