



BUILDING & SAFETY DIVISION CITY OF BURBANK

PLAN CHECK: _____

DATE: _____

DEMOLITION 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:
A. APPLICATION:	
	A separate permit is required for any of the following: <ul style="list-style-type: none">• Accessory building• Grading and shoring• CMU walls• Demolition of entire existing structures• Detached accessory structures etc.• Retaining walls• Swimming pool
	A Geotechnical\Soils report is required when any of the following conditions are met: <ul style="list-style-type: none">• Any sitework that is removes over 5 feet of soil,• Building a basement,• Building a new 2 story structure,• Building over an existing demolished pool, with no prior soil's compaction report.• Default soil site classification, CBC 1613.2.3, is not being used,• New construction of a commercial structure.• New construction on hillside lots,
	New architect or engineer of record
	Provide an 8-1/2"x11" reduced copy of the Site Plan. (One copy required)

B. 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 or has passed the expiration date. Submit the Plan Check Extension/Reinstatement Request form.

C. PLAN REQUIREMENTS:

	The following plans are required for plan review and shall be drawn to scale with sufficient clarity.
	Minimum Sheet size: <ul style="list-style-type: none">• 11"x17"

		SITE PLAN: <ul style="list-style-type: none"> • 1/8" = 1'-0" or 1" = 10' • Complete plans showing yard setbacks, easements, lot dimensions, distances between buildings, size of building, accessory structures, pools...etc.
		EXISTING FLOOR PLAN and/or DEMOLITION PLAN <ul style="list-style-type: none"> • Fully dimensioned • Identifying and dimensioning any/all walls to be removed • Door and window opening sizes to be provided
D. PLAN REVIEW:		
		<ul style="list-style-type: none"> • Provide drawings and calculations, uploaded to ProjectDOX for electronic review. • Sets must be deemed complete. <i>Each sheet must be uploaded as an individual file.</i> • 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 • A written response to each comment and show where and how it has been addressed is required. • 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 signed (wet or electronically) by the architect or engineer of record, 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.	
E. DEPARTMENT CLEARANCES:		
		All City Clearance Sign-Offs Are To Be Provided Through ProjectDOX: <ul style="list-style-type: none"> • A list of departments that are required to provide clearance/approvals can be found on ProjectDOX under Reports and Plan Review - Department Review Status. • Upon Plan Check completion and approval, City staff will verify that all reviewing departments have provided clearance/approvals of documents and thereby provide final electronic approval. • Applicant will be required to print out 1 set to provide for General Contractor.
F. DEMOLITION PLAN REQUIREMENTS:		
		Provide an application for a Demolition Permit with the Community Development Department, Building & Safety Division that will be used in processing of the permit. The application shall be accompanied with fees and the applicable documents/items below.
		Provide a list of building addresses, square footages and building uses that will be demolished.
		Provide a schedule of the demolition.
		A hazardous materials survey and abatement is required. A certificate from a licensed hazardous materials contractor certifying that all hazardous materials have been abated.
		SCAQMD Rule 1403 requires the contractor to file a Demolition Notification with the SCAQMD 10 days prior to issuance of a Demolition Permit.
		Best Management Practices and Storm Water Pollution Prevention Plan (SWPPP) shall be in place during and after demolition work.
		A list of existing live utilities shall be provided with confirmation of disconnect/abandonment of these utilities. This is to be coordinated for continued onsite water for dust control.
		The required construction sign shall be posted on site with contact information of the contractor and project manager.
		Appropriate fencing and/or construction guards related to demolition work shall be in place
		A permanent source of water on site must be available that will allow dust control. Recycled water shall be used for this purpose.
		Provide a Water Discharger Identification Number (WDID #) from the California Regional Water Quality Control Board.

	Obtain the Demolition Permit from an appropriate classed California licensed contractor authored to perform demolition work by the California Contactor State Licensed Board. All required documents and fees shall be present for the issuance of the Demolition Permit. Fees may be applicable from project Conditions Of Approval.
	Provide a Construction Management Plan or document that describes the execution of demolition work. Plan shall include submission/approval of haul routes.
	In addition to the demolition permit by Building & Safety, all work related to street and public rights-of-way shall be obtained from the City of Burbank, Department of Public Works.
	Following the issuance of the demolition permit but prior to start of demolition work, an onsite pre-construction meeting is required between the demolition contractor and City Building Inspector.

G. DEMOLITION PLAN:

	Provide a scaled site plan of demolition work to be conducted including:
	Plans shall bear the stamp and signature of a California licensed civil engineer, or California registered architect
	The names, addresses, and phone numbers of the property owner and the general contractor
	The site address
	Legal property line boundaries
	Public rights-of-way
	Provide site plan showing Buildings and structures demolished
	Wall and fence removal
	Utility infrastructure removal or abandonment
	Utility infrastructure relocation
	Sewer laterals, sewer capping
	The existing square footage, the proposed square footage, the percentage of increase in project size, or the square footage of the structure to be demolished
	Landscape and trees to remain and to be removed
	Provide note indicating rodent and insect abatement has been performed must be presented to the building inspector prior to start of demolition
	Certification that the minimum Diversion Requirement will be met
	The estimated volume or weight of construction and demolition debris, by material type, to be generated on the project site
	The estimated volume or weight of construction and demolition debris, by material type, to be diverted to recycling, reuse or salvage
	The vendor or facility that the applicant proposes to use to collect or receive that material
	The estimated volume or weight of the construction and demolition materials that will be landfilled
	Demolition Plans shall be submitted concurrently with the Demolition Permit Application.

H. ADDITIONAL CORRECTIONS:

	See Marked Submittal Set for Additional Corrections and Clarifications.
	Project Sign (See Attached)
	All files uploaded as part of the recheck are to be named the same as the existing files. New files may be named per current naming conventions. If new files are not named the same as existing files they will be deleted and review will be marked as Incomplete.