BUILDING & SAFETY DIVISION

CITY OF BURBANK

PLAN CHECK: _____

DATE: _____

SIGN 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:	**BUSINESS NAME:**
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:		
	☐	New architect or engineer of record
	☐	Provide an 8-1/2”x11” reduced copy of the Site Plan. (One copy required)
	☐	**Deferred Submittals** for any element of a single-family dwelling, *except fire sprinklers & roof truss*, **shall not be allowed**. • All building elements shall be submitted and reviewed as a part of the plan review process prior to any permit issuance. • **Remove any reference to deferred submittals from the plans.**
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.
	☐	A Community Development Fee of $ _____ must be paid.
C. PLAN REQUIREMENTS:		
		The following plans are required for plan review and shall be drawn to scale with sufficient clarity.
	☐	**Minimum Sheet size:** • 11”x17”
	☐	**SITE PLAN:** • 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.
	☐	**BUILDING ELEVATIONS & SECTIONS:** • 1/4" = 1’-0” OR 1/8” = 1”-0” • Dimension finished floor height, top of plate, and top of roof elevations, natural and finished grade around the perimeter of the building
	☐	**DETAILED ELEVATION OF SIGN:** • Fully dimensioned, indicate letter style, size, material, colors, and method of illumination

	☐	**SIGN SCHEDULE:** • Indicating type, number, and area (sq. ft.) of signs
	☐	**STRUCTURAL DETAILS:** • Attachment details, foundation details, specify fastener (amount, size, spacing, type), embedment depth, wall surface material, etc.
	☐	**STRUCTURAL PLANS AND CALCULATIONS**
	☐	Compliance with encroachment requirements into the public right-of-way **[CBC Ch. 32]**
D.	**PLAN REVIEW:**	
	☐	• **Provide drawings and calculations, uploaded to ProjectDOX for electronic review.** • Sets must be deemed complete. *Each sheet must be uploaded 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 • ***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:** • 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.
	☐	**School Board** (Provide electronic copy of School Board receipt) 510 S. Shelton Street - https://dfp.facilitron.com/busd91506 Submit, via web portal, attached Project Data Form and Building Permit Application
F.	**ADDITIONAL CORRECTIONS**	
	☐	**See Below for Additional Corrections**
	☐	See Marked Submittal Set for Additional Corrections and Clarifications
	☐	The Comments Listed Herein Are Not Comprehensive. Additional Comments May Follow.
	☐	Applicant Is Required To Post A Public Notice Sign, Providing Public Notice Of The Pending Development Application. This Sign Is To Be Installed Within 30 Day Of Permit Application Being Submitted And To Remain On-Site Until A Building Permit Has Been Issued. See Correction Notes Handout Sheet For Development Signage Details.
	☐	Update / Revise All Notes, Code Sections, And/or References On Submitted Plans.
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