



PROJECT DATA

SCHOOL FACILITIES FEE

Deliver To:**Burbank Unified School District****Maintenance and Operations Department****Attn: BUSD Facilities; 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, 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) or FAX (818) 238-5242