PROJECT DATA

SCHOOL FACILITIES FEE

APPLICANT INSTRUCTIONS

Burbank Unified School District (BUSD) is proud to partner with Facilitron to provide an easy-to-use online portal for registering and paying developer (school impact) fees! Please follow this link to use the online portal: https://dfp.facilitron.com/busd91506

The Portal allows you to create and submit projects, upload forms and information, calculate fees, and conveniently pay online by credit card, ACH (electronic check) transaction or by mailing in a paper check to Facilitron. Once submitted, paid fees will be verified by the school district staff and Certificates of Compliance (COC) can be issued.

Please upload this Project Data Form *(one per permit),* along with the original building permit application, in order for the School District to calculate whether a school facilities fee will apply or not. Please ensure plans checks have been completed for accurate square footage before submitting to School District. A Building Permit will not be issued until a final receipt is delivered to the Burbank Building & Safety Division, indicating that the school facilities fees have been paid or that no charge was required.

Residential ☐ Commercial ☐ Hotel/Motel ☐

Project BS # *(one per form)*:

Project Location *(include new ADU addresses)*:

Square footage:

Project Description:

Owner Name:

Owner Telephone:

Applicant/Contractor Name:

Applicant/Contractor Telephone:

Burbank Unified School District
Facilities Services Department
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