



**WATER AND  
POWER**

# **Burbank Water and Power**

## **PROCEDURES FOR PERMIT PLAN REVIEW - ELECTRIC**

- Step 1** Apply for a permit with the Building Division (150 N Third St). The building division will determine if the plans require Burbank Water and Power (BWP) Electric review and digitally route the plans to BWP for review.
- Step 2** Once BWP Electric receives the digital plan review submittal, the reviewer will upload payment information to the reviewer attachments folder and close the review cycle. No plan review will be completed before payment of the review fee.
- Step 3** The applicant takes the provided fee payment sheet to the BWP lobby at 164 W Magnolia Blvd. Monday through Friday, 8:00 a.m. until 5:00 p.m., to pay the charges. Cash or check only. Payment may also be mailed per the instructions on the payment sheet.
- Step 4** Once the payment has been made, the applicant may schedule a field visit through the online portal available at [burbankwaterandpower.com](http://burbankwaterandpower.com) > Electric > Service Planning
- Step 5** After the field visit, BWP reviews the plans for compliance with BWP requirements. Comments or corrections are issued through the online plan review portal. If the plans include a new electric service or if the construction conflicts with the electric service, BWP will issue a Confirmation of Electric Service for the relocation or upgrade. See the procedures for overhead or underground service for additional details on this process.

If you have any questions, please contact BWP Electrical Service Planning at [ERES@burbankca.gov](mailto:ERES@burbankca.gov) for residential or [ECOM@burbankca.gov](mailto:ECOM@burbankca.gov) for commercial/industrial services to set up a field appointment.