



City of Cerritos Department of Community Development
Civic Center • 18125 Bloomfield Avenue
P.O. Box 3130 • Cerritos, California 90703-3130
Phone: (562) 916-1201 • Fax: (562) 916-1371
www.cerritosgis.com • www.cerritos.gov

SIGN APPLICATION CHECKLIST

SIGN APPLICATION

Submittal requirements for Sign Application are listed below. Please include the following items:

1) PLANNING APPLICATION: Sign Application

- ☐ Complete all sections (incomplete applications will delay processing time)
- ☐ Include all required plans/drawings/calculations listed in the application
- ☐ Property owner's and Business owner's signatures required

If you have any questions, please call the Planning Division at (562) 916-1201.

2) BUILDING PERMIT APPLICATION

- ☐ Complete all sections (incomplete applications will delay processing time)
- ☐ Complete Declaration Form
 - ☐ If owner-builder, complete columns 1 and 3
 - ☐ If contractor, complete columns 2 and 3

If you have any questions, please call the Building & Safety Division at (562) 916-1209.

Submit forms together, with all required plans/drawings, at <https://forms.cerritos.gov/City-of-Cerritos/Community-Development/Application-Plan-Submittal-Form>

For more detailed information regarding the process for online submittal, please read the *Planning/Building Electronic Submittal Procedure* at <https://www.cerritos.gov/media/mjufcss3/electronic-submittal-procedure.pdf>

3) BUSINESS LICENSE REQUIREMENT

If you are a contractor, you must have a valid City of Cerritos business license.

Please call the Business License Division at (562) 916-1236 to confirm active status or apply at permits.cerritos.gov

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Department of Community Development

SIGN APPLICATION

Please print or type

Name of business: _____

Business address: _____

Name of center and center owner: _____

Phone number/business contact person: _____

Name of sign contractor/company: _____

Address of sign contractor/company: _____

Phone number of sign company: _____

State license number: _____ City business license number: _____

INFORMATION NEEDED FOR PLANNING REVIEW OF SIGNS:

A. VICINITY MAP/LOCATION MAP

B. PLANS: Elevations/Cross Sections

- Three (3) copies (11" x 17")
- Plot plan of center
- Location of space for sign
- Location of sign
- Dimensions of the sign
- Setback dimensions (for a monument sign)
- Tenant space dimensions (frontage)

C. SIGN DETAILS:

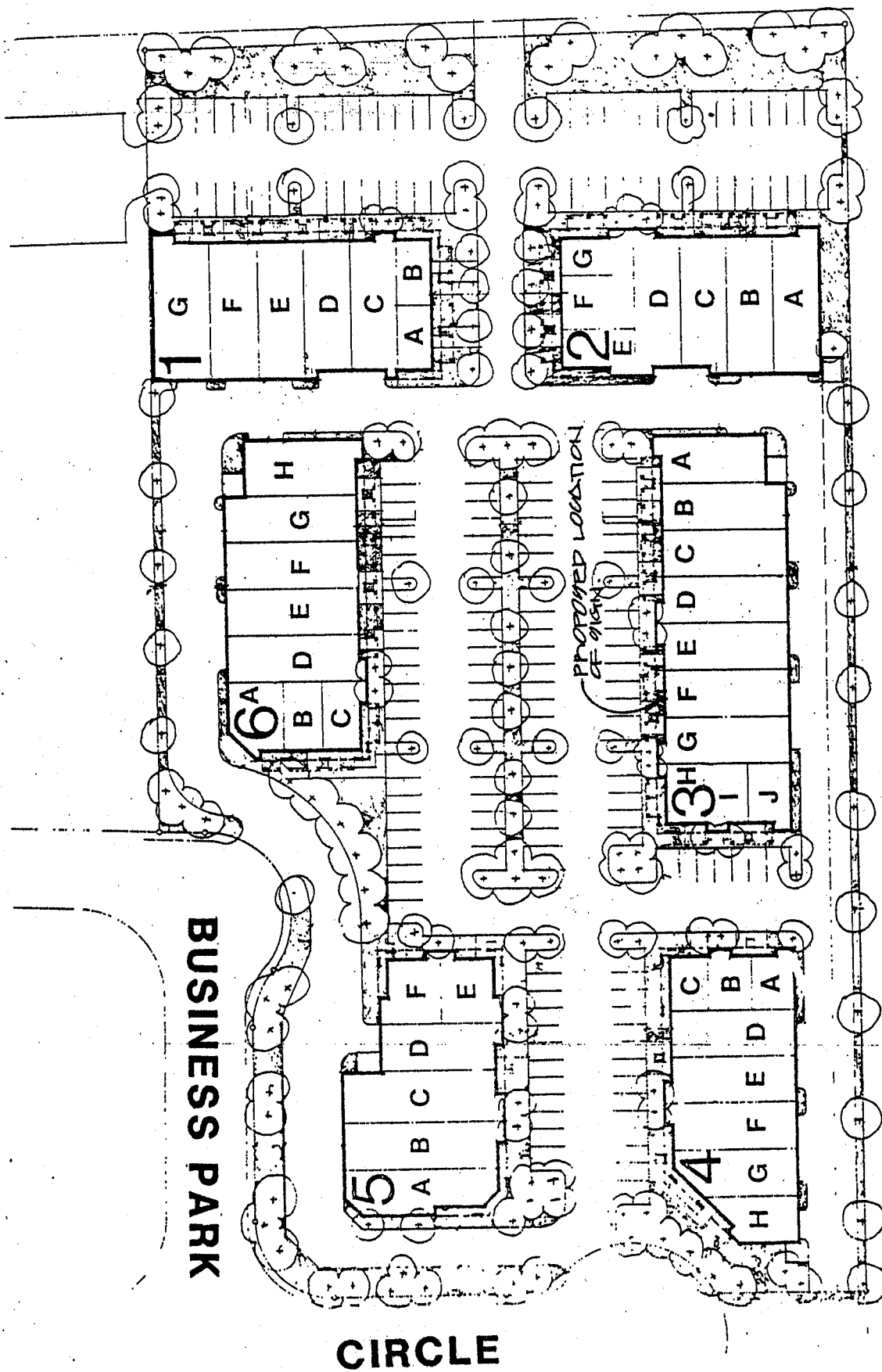
- Cross section (for a monument sign include adjacent sidewalk elevation as well as elevation at top of sign)
- All dimensions (for monument signs include base, structural and sign face dimensions)
- Complete material and color information
- Type and manufacturer of adhesives (where applicable)
- Electrical information for all illuminated signs (all components and total sign must be UL Rated)

Business Owner's
Signature _____ Date _____

Property Owner's
Signature _____ Date _____
(if applicable)

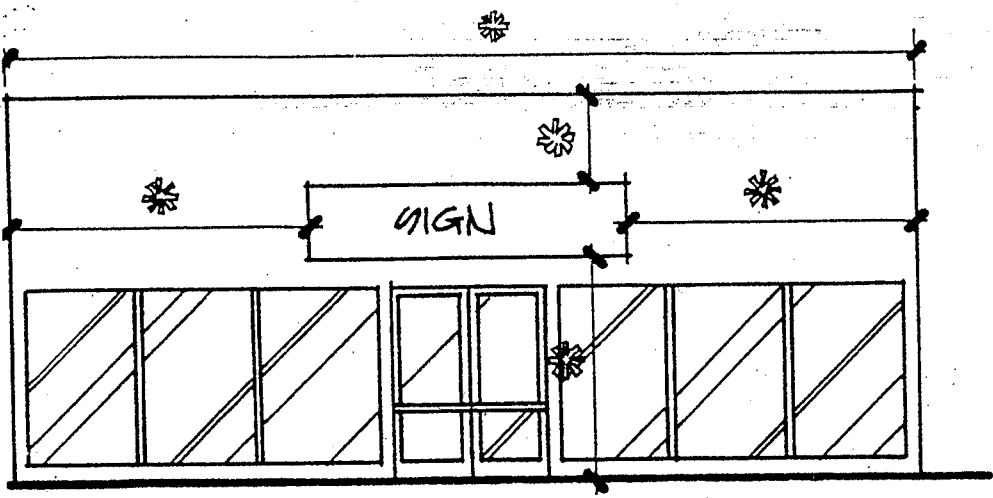
Contractor's Signature _____ Date _____

SAMPLE PLOT PLAN



SIGN PLAN PROPOSAL

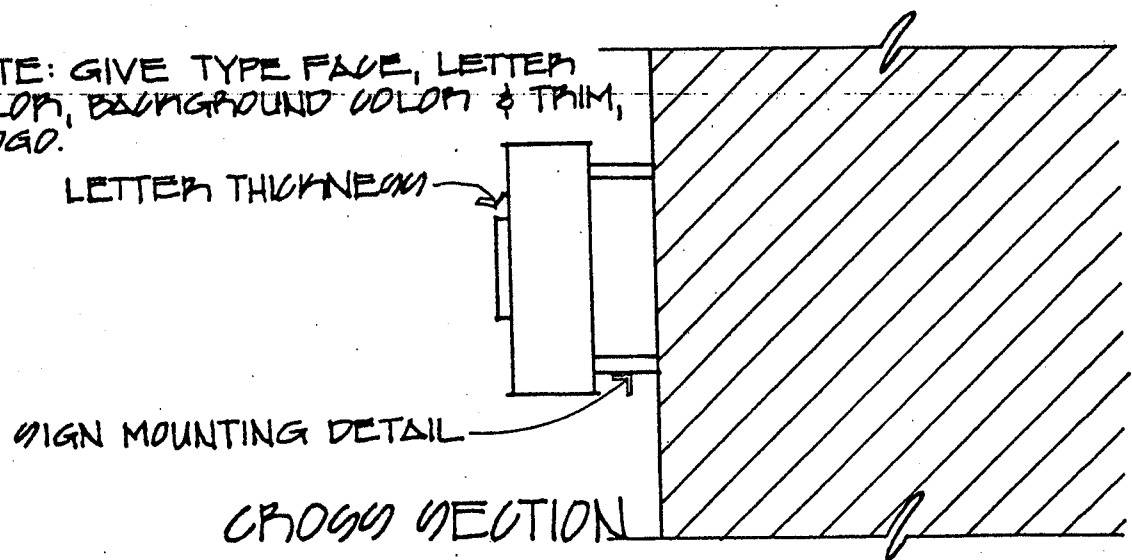
EXAMPLE OF REQUIRED DRAWINGS & DIMENSIONS



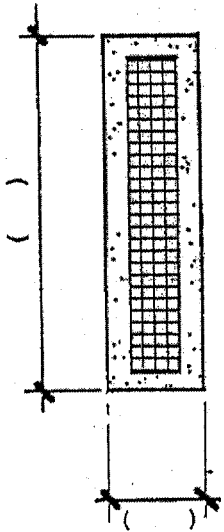
FRONT ELEVATION



* NOTE: GIVE TYPE FACE, LETTER COLOR, BACKGROUND COLOR & TRIM, & LOGO.



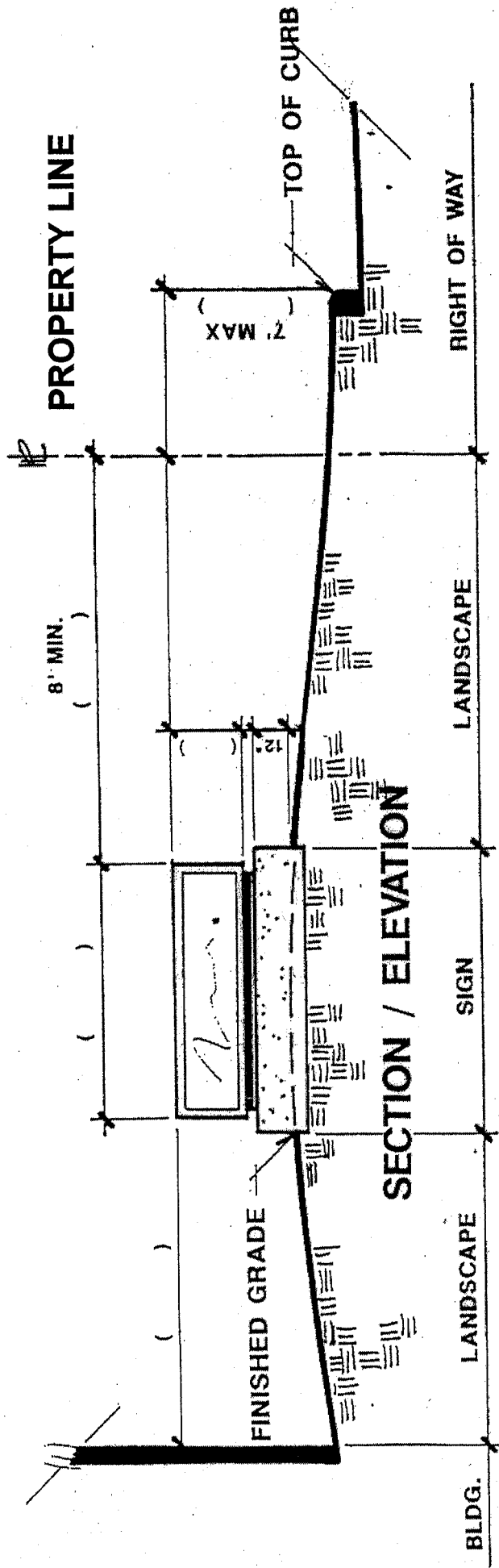
CROSS SECTION



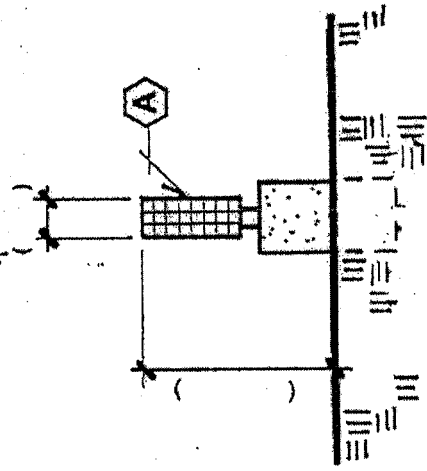
NOTE:

MAXIMUM AREA OF PLANTER SIGN MUST BE NO GREATER THAN 21 sq. ft.

PLAN



SECTION / ELEVATION



SECTION

LEGEND	
()	PROVIDE APPROPRIATE DIMENSIONS
A	SIGN DESCRIPTION
	1. LETTERING COLOR & NO.
	2. LETTERING COLOR & NO.
	3. BACKGROUND COLOR & NO.
T.O.C.	TOP OF CURB
F.G.	FINISH GRADE

PROVIDE STRUCTURAL CALCULATIONS

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City of Cerritos
18125 Bloomfield Avenue
Cerritos, CA 90703
(562) 916-1209

**Department of Community
Development**
Building and Safety Division

(For office use only)

Building Permit #: _____
Trade Permit #: _____
Parent Permit#: _____

Building/Plumbing/Electrical/Mechanical Permit Application

Applicant's Name: _____

Company Name (if applicable): _____

Tel. No: _____ Email: _____ Date: _____

Job Site Address: _____ Suite: _____

Work Description: _____

Is this an owner-builder project?

☐ Yes, this is an owner-builder project. As the applicant for an owner-building project, you are required to complete columns 1 and 3 of attached Declaration Form.

Is the job site address your primary residence? ☐ Yes ☐ No (If no, an owner-builder project is not permitted, and the owner must contract exclusively with a licensed contractor.)

☐ No, this is not an owner-builder project. Complete columns 2 and 3 of the attached Declaration Form.

Project Valuation: _____ APN#: _____

Project Size (sq.ft.): _____ Buildings on Lot: _____ # of Stories _____

Construction Types: _____ Occupancy Groups: _____

Type of Permit(s) Requested: ☐ Building ☐ Plumbing ☐ Electrical ☐ Mechanical

☐ **Owner/Business Name:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

☐ **Contractor Name:** _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

License No: _____ Class: _____ Expiration Date: _____

City Business License No: _____ Expiration Date: _____

(Please fill out attached Licensed Contractor's Declaration Form)

☐ **Architect/Engineer Name:** _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

License No: _____ Class: _____ Expiration Date: _____

Building/Plumbing/Electrical/Mechanical Permit Application (continued)

PLUMBING

Code	Items	Units	Code	Items	Units
03	Backwater Valves	____ Valve(s)	45	Water closet/urinal/bidet	____ Fixture(s)
05	Backflow prevention device/sprinkler	____ Device(s)	47	Water heater	____ W.H.(s)
07	Bathtubs/showers	____ Fixture(s)	49	Water treating equipment (filter, softener)	____ System(s)
11	Clothes washer (tray/standpipe)	____ Fixture(s)	51	Low pressure gas sys. (5 outlets or less)	____ System(s)
13	Dishwashers	____ Fixture(s)	52	Fee for additional outlets >5	____ Outlet(s)
15	Drinking fountain	____ Fixture(s)	53	Medium/high pressure gas system	____ System(s)
17	Floor drains	____ Fixture(s)	54	Additional fee for each outlet	____ Outlet(s)
19	Floor sinks	____ Fixture(s)	55	Gas meter (private)	____ Meter(s)
21	Hose bibbs	____ Fixture(s)	56	Gas regulator	____ Reg(s)
23	Interceptor (clarifier)	____ System(s)	60	Drainage/vent piping repair or alter	____ System(s)
25	Lavatories/sinks	____ Fixture(s)	62	Greywater system	____ System(s)
26	Miscellaneous fixture	____ Fixture(s)	63	Water piping replacement branch/fixture	____ Fixture(s)
27	Pressure regulator—prv/water	____ Device(s)	64	Other water piping < 1 1/2 inches	____ Line(s)
29	Roof drains	____ Fixture(s)	65	Other water piping 2-3 inches	____ Line(s)
35	Solar water heating system	____ System(s)	66	Other water piping > 3 inches	____ Line(s)
39	Swimming pool trap and receptor	____ System(s)			
41	Trap primer	____ System(s)			

MECHANICAL

Code	Items	Units	Code	Items	Units
02	Refrig compressor < 100 kbtu	____ Comp(s)	31	Air inlets/outlets (area)	____ Sq. Ft.
03	Refrig compressor 101—500 kbtu	____ Comp(s)	32	Appliance vent (other)	____ Unit(s)
04	Refrig compressor > 500 kbtu	____ Comp(s)	35	Air handling unit < 2000 cfm	____ Ahu(s)
08	Furnace/heater <100 kbtu	____ Unit(s)	36	Air handling unit 2000—10000 cfm	____ Ahu(s)
09	Furnace/heater 101-500 kbtu	____ Unit(s)	37	Air handling unit > 10000 cfm	____ Ahu(s)
10	Furnace/heater > 500 kbtu	____ Unit(s)	40	Evaporative coolers	____ Unit(s)
17	Boiler < 100 kbtu	____ Boiler(s)	41	Ventilation fan (single register)	____ Fan(s)
18	Boiler 101-500 kbtu	____ Boiler(s)	42	Ventilation system (other)	____ System(s)
19	Boiler > 500 kbtu	____ Boiler(s)	43	Commercial kitchen exhaust hoods	____ Hood(s)
20	Fireplace/gas log < 100 kbtu	____ Appl(s)	44	Spray booth	____ Booth(s)
21	Fireplace/gas log 101-500 kbtu	____ Appl(s)	45	Product conveying duct system	____ System(s)
22	Fireplace/gas log > 500 kbtu	____ Appl(s)	46	Fire dampers	____ Damper(s)
30	Air inlets/outlets (each)	____ Unit(s)	47	Alteration of existing duct system	____ System(s)

ELECTRICAL

Code	Items	Quantity	Code	Item	Quantity	Code	Item	Quantity
B1	Residential new bldgs. Multifamily	____ Sq. Ft.	<u>Electric Signs</u>			<u>Motors</u>		
B2	Residential new bldgs. 1 or 2 family	____ Sq. Ft.	K1	Signs, outline lgt, one ckt	____ Sign(s)	JX	Motors, <3hp	____ Mtr(s)
C1	Swimming pools, new	____ Pool(s)	K2	Additnl, ckt within the same sign	____ Sign(s)	JY	Motors, 5hp	____ Mtr(s)
C2	Spas, hot tubs,	____ Pool(s)	<u>Power Equipment Over 3hp and Less Than 10hp</u>			JZ	Motors, 10hp	____ Mtr(s)
C3	Pool alterations, other type pools	____ Pool(s)	JA	Heat pumps	____ Appl(s)	J0	Motors, 15hp	____ Mtr(s)
D1	Carnival electrical rides or genrtrs	____ Unit(s)	JB	AC units	____ Appl(s)	J1	Motors, 20hp	____ Mtr(s)
D2	Carnival mech rides, displays w/lgt	____ Unit(s)	JD	Battery chargers	____ Appl(s)	J2	Motors, 25hp	____ Mtr(s)
D3	Carnival booth lighting	____ Unit(s)	JE	Electric water heaters	____ Appl(s)	J3	Motors, 50hp	____ Mtr(s)
E1	Temporary service, power pole	____ Pole(s)	JF	Refrigeration cabinets	____ Appl(s)	J4	Motors, 100hp	____ Mtr(s)
E2	Temporary dist system for const	____ Unit(s)	JG	Electric cooking equipment	____ Appl(s)	<u>Other Power Equipment</u>		
E3	Temp pole for xmas tree lots	____ Pole(s)	JH	Electric heaters	____ Appl(s)	J7	Pwr eq w/rating > 10hp to <50hp	____ Pwr
F1	Branch circuits, 120v, 15 or 20a	____ Ckt(s)	JI	Electric generators	____ Appl(s)	J8	Pwr eq w/rating > 50hp to <100hp	____ Pwr
F2	Branch circuits, lighting, 208-277v	____ Ckt(s)	J6	Other equipment > 3hp—<10hp	____ Appl(s)	J9	Pwr eq w/rating > 100hp	____ Pwr
G1	Outlets-lighting, recept, switch	____ Outlet(s)	<u>Special Electrical Items</u>			<u>Services, Panels, Control Panels, Mcc's</u>		
G2	Lighting fixtures	____ Lgt Ftx(s)	P2	PC residential photo voltaic<10kw	____	LA	100a panels, services, mcc's	____ Pnl(s)
G3	Pole mounting light fixtures	____ Pole Fxt(s)	P3	Inverter res photo volt <10kw	____	LB	200a panels, services, mcc's	____ Pnl(s)
G4	Theatrical-type lgt fixtures	____ Lgt Ftx(s)	P4	PC residential photo volt >10kw<50kw	____	LC	225a panels, services, mcc's	____ Pnl(s)
<u>Residential Appliances Less Than 3hp</u>			P5	Inverter res photo volt >10kw<50kw	____	LD	400a panels, services, mcc's	____ Pnl(s)
HA	Forced air units (FAU)	____ Appl(s)	V2	<=10kw electric vehicle supply equip	____ #Units	LE	600a panels, services, mcc's	____ Pnl(s)
H1	Electrical ovens	____ Appl(s)	V3	>10kw electric vehicle supply equip	____ #Units	LF	800a panels, services, mcc's	____ Pnl(s)
H2	Garbage disposals	____ Appl(s)	V4	Fast electric vehicle supply equip	____ #Units	LG	1000a panels, services, mcc's	____ Pnl(s)
H3	Dishwashers	____ Appl(s)	<u>Transformers</u>			LH	1200a panels, services, mcc's	____ Pnl(s)
H4	Range hoods	____ Appl(s)	JM	Transformers, <3kva	____ Xfmr(s)	LI	1600a panels, services, mcc's	____ Pnl(s)
H5	Washing machines	____ Appl(s)	JN	Transformers, 15kva	____ Xfmr(s)	LJ	2000a panels, services, mcc's	____ Pnl(s)
H7	Exhaust fans	____ Appl(s)	JO	Transformers, 25kva	____ Xfmr(s)	LL	3000a panels, services, mcc's	____ Pnl(s)
H9	Other residential less than 3hp	____ Appl(s)	JQ	Transformers, 37.5kva	____ Xfmr(s)	LM	High voltage panels (over 600v)	____ Pnl(s)
<u>Non Residential Appliances Less Than 3hp</u>			JR	Transformers, 45kva	____ Xfmr(s)	LN	Other panels, 0 to 399 amps	____ Pnl(s)
1A	Exhaust fans	____ Appl(s)	JS	Transformers, 50kva	____ Xfmr(s)	LO	Other panels, 400 to 1000 amps	____ Pnl(s)
1B	Electric water heaters	____ Appl(s)	JT	Transformers, 75kva	____ Xfmr(s)	LP	Other panels, >1000 amps	____ Pnl(s)
1C	Lighted showcases	____ Appl(s)	JU	Transformers, 112.5kva	____ Xfmr(s)	W1	Cable trays, busways (length)	____ Feet
1D	Electric drinking fountains	____ Appl(s)	JV	Transformers, 150kva	____ Xfmr(s)	M1	Misc conduits & conductors	____ Unit(s)
1E	Vending machines	____ Appl(s)	JW	Transformers, 225kva	____ Xfmr(s)	P1	Haz locations >2000 sf total	____ Haz
1F	Laundry machines	____ Appl(s)				R1	Report review fee, # of equip	____ Eq
J5	Other non-res less than 3hp	____ Appl(s)				R2	High voltage report fee, #equip	____ HV Eq

JOB ADDRESS
LOCALITY

COLUMN 1

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code): Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.)

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code. The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contractors for the projects with a license Contractor pursuant to the Contractors' State License Law.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Date: _____

Signature of Property Owner or Authorized Agent

COLUMN 2

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No. _____

Date _____ Contractor Signature _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES ARE PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy No. _____

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy Number _____ Expiration Date _____

Name of Agent _____ Phone Number _____

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions

Signature of Applicant _____ Date _____

COLUMN 3

HAZARDOUS MATERIAL DECLARATION

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amount specified on the hazardous material information guide?

Yes ☐ No ☐

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for guidelines.

Yes ☐ No ☐

I have read the hazardous materials information guide and the SCAQMD permitting checklist. I understand my requirements under the Los Angeles County Code Title 2, Chapter 220 Sections 220.100 through 220.140 concerning hazardous material reporting and for obtaining a permit from the SCAQMD.

ASBESTOS NOTIFICATION

☐ Notification letter sent to SCAQMD or EPA

☐ I declare that notification of asbestos removal is not applicable to addressed project.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a Construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code)

Lender's Name

Lender's Address

By my signature below, I certify to each of the following:
I am the property owner or authorized to act on the property owner's behalf.
I have read this application and the information I have provided is correct.
I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
I authorize representatives of this county to enter the above-identified property for inspection purposes.

Signature of Property Owner or Authorized Agent

Date