CITY OF CERRITOS
DEPT. OF COMMUNITY DEVELOPMENT
18125 Bloomfield Avenue | Cerritos, CA 90703
(562) 916-1201 | permits.cerritos.us

ONLINE PORTAL
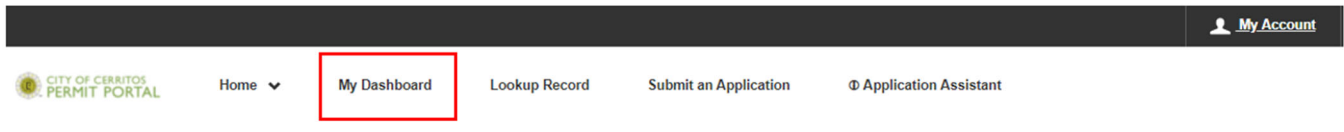**RESUBMIT AFTER CORRECTIONS**

HOW TO RESUBMIT AFTER MAKING CORRECTIONS

Please submit your revisions within 1-2 business days to ensure timely processing of your application/permit.

TO VIEW STAFF COMMENTS:

1. Log into permits.cerritos.us. Under "My Dashboard", find your application number.

2. Click "View Details". Here you will find a copy of your submitted application.

3. Click the "All" button (located next to the "Needs Action" button").

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4. Under "Reviews", you will find the most recent staff review labeled "Corrections Needed – Incomplete", and click "View Details".

5. Select the Review by clicking the arrow.

6. Identify any comments marked "Incomplete".

TO MAKE CORRECTIONS:

7. Click your application number to link back to your submitted application.
8. Click "Edit" and make the required revisions. To add attachments, click "Add Attachment".
9. Once you have completed your revisions, click "Resubmit" at the top of the page, underneath your application number.

PROFESSIONAL SERVICE/HOME OFFICE

HOC1085

CLONE   RESUBMIT

Added Date ⓘ	Status ⓘ	Current Milestone ⓘ	Primary Site ⓘ
07/02/2021	Returned for Corrections/Incomplete	RETURNED FOR CORR-INCOMPLETE	12345 Bloomfield Cerritos CA 90623

MORE ⌄

Should you need additional assistance, please contact the appropriate departments:

- Business License – (562) 916-1236
- Planning – (562) 916-1201
- Building & Safety – (562) 916-1209