

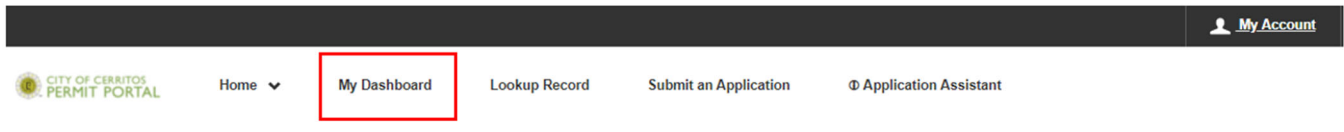


## HOW TO RESUBMIT AFTER MAKING CORRECTIONS

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](http://permits.cerritos.us). Under “My Dashboard”, find your application number.



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

#### My Projects

The screenshot shows the 'My Projects' section with a table of projects. The 'View Details' button for the 'PROFESSIONAL SERVICE/HOME OFFICE' project is highlighted with a red rectangular box. The table has columns for Project, Added Date, Status, and Fees.

Project	Added Date	Status	Fees
PROFESSIONAL SERVICE/HOME OFFICE <a href="#">HOC1020</a>	12/04/2021	Active 1 Pending Task	Unpaid Balance \$52.00 <a href="#">Pay Balance</a> Minimum Due \$0.00

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

## 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 ▾



Instructions

Two buttons are shown: 'NEEDS ACTION' and 'ALL'. The 'ALL' button is highlighted with a red rectangular box.

CONTINUED ON THE NEXT PAGE

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

Description	Scheduled Date	Result	
BUSINESS LICENSE REVIEW <a href="#">ID 1166</a>	07/02/2021	CORRECTIONS NEEDED-INCOMPLETE	<a href="#">View Details</a>

5. Select the Review by clicking the arrow.

**BUSINESS LICENSE REVIEW**  
ID 1166 | Series #1

Department  
BUSINESS LICENSE

Click to view  
comments

Business License Review (Commercial Business License)



6. Identify any comments marked “Incomplete”.

**Business License Review (Commercial Business License)**

**Business License Review**  
The following input fields are checked for completion:

1. A separate Mailing Address is provided (if Date Opened is in the future) Complete	2. Seller's Permit Number is provided (if business will conduct sales) Complete
3. Federal ID Number is provided (if business is a corporation) Complete	
New Label	

The following attachments are checked for completion:

1. Statement of Use Letter Incomplete	2. Agreement Complete
3. Fire Department Form Complete	4. Copy of Sellers Permit (if applicable) Complete
5. Copy of IRS Nonprofit Exempt Status Approval Letter (if applicable) Not Applicable	

**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](#)

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Added Date ⓘ

07/02/2021

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Corrections/Incomplete

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INCOMPLETE

Primary Site ⓘ

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Cerritos CA 90623

MORE ▼

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

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