



## PLANNING/BUILDING ELECTRONIC SUBMITTAL PROCEDURE

In an effort to streamline processes and better serve the public, building permit applications and plans may be submitted online to the Department of Community Development. To submit applications and plans online, please follow these instructions:

- Please consult the following guide for all application forms that are required for your project: [cerritos.gov/media/bo1ke04u/application-building-permit-forms-guide.pdf](http://cerritos.gov/media/bo1ke04u/application-building-permit-forms-guide.pdf).
- Call (562) 916-1201 to speak to a Planner. The Planner will advise you regarding what applications are needed. The applications can be downloaded from the following pages on the City of Cerritos website:
  - Residential improvements: [cerritos.gov/residentialpermits](http://cerritos.gov/residentialpermits)
  - Commercial/Industrial improvements: [cerritos.gov/buildingpermits](http://cerritos.gov/buildingpermits)
- Complete the printed applications and scan them to PDF files. Upload the applications and any supplemental file(s) using the following Application/Plan Submittal Form: [forms.cerritos.gov/City-of-Cerritos/Community-Development/Application-Plan-Submittal-Form](http://forms.cerritos.gov/City-of-Cerritos/Community-Development/Application-Plan-Submittal-Form)
  - Specify the Cerritos project site address.
  - Enter the name, address, phone number, and email address of the Primary Contact person for your submittal. Questions regarding your submittal will be directed to this contact person via phone or email.
  - New Project: If this is a new project, select "New Project"
  - Resubmittal: If this is a resubmittal of revisions for an existing project, choose the name of the Planner assigned to your project. If you do not recall the Planner's name, or if you have not yet worked with someone, select "Next Available Planner".
  - Use the upload tools to select your files for upload. Separate upload tools have been provided for the Building Permit Application, Planning Application, and Supplemental File(s). You may upload multiple files to each upload tool. Not all categories may apply to your project. Please note, for each upload tool, click the gray "Browse..." button after selecting your file. To upload multiple files, be sure to select all of the files for upload before clicking the gray "Browse..." button.
  - You may provide any additional comments or specific requests in the Comments field.
  - When ready, click the Submit button. Once submitted, you will receive an email confirmation of the submittal at the email address provided.
- The Department of Community Development will review the submitted applications and plans, and may contact the Primary Contact with any questions. The Planner will assign the project a five (5)-digit permit/approval number in this format: AP#00000. Please reference this number in all future email or telephone correspondence.
- Corrections will be scanned or digitally marked-up and returned via email as a PDF attachment or Dropbox link. Please communicate directly with the Planner directly at their email address while the application is under review.

Should you have any questions, please call the Department of Community Development at (562) 916-1201.

**For Projects Not Subject to a Building Permit**

The following instructions apply to a project that is subject to planning approval only (i.e. no building permit).

- If the project is subject to a no-fee planning approval, the Planner will email the approved plan as a PDF attachment or Dropbox link. No further action is needed. Examples of no-fee planning approvals include paint color and residential front yard landscape plans.
- If the project is subject to planning approval and a fee, the Planner will calculate the total fees due and notify you of the fees via email. Fees may be paid for in-person. Additionally, the City of Cerritos accepts payment by check or credit card.
  - To remit payment by check, please write a check for the total fees due made out to "City of Cerritos" and include the project number (AP#00000) in the Memo. Please mail the check to:

Attn: [Planner's first and last name]  
Department of Community Development  
City of Cerritos  
18125 Bloomfield Avenue  
Cerritos, CA 90703

- To remit payment by credit card using an online payment form, please provide the Planner with the full name and e-mail address of Payee, who will be e-mailed a unique link for the processing of fees.
- Upon receipt of the fees, the Planner will email a scanned copy of the approved plans.

If you have any questions, please call the Department of Community Development at (562) 916-1201 and ask to speak to the Planner with whom you are working.

**For Projects Subject to a Building Permit**

The following instructions apply to a project that is subject to a building permit, which requires a fee. Examples of these projects include building additions, reroofing, electrical wiring, plumbing, and air conditioners.

- Please note that all contractors must have a valid City business license before they may be issued a building permit. Contractors can obtain a business license following the procedure outlined on the following web page: [permits.cerritos.gov](http://permits.cerritos.gov).
- The Planner will provide comments and corrections at no charge until the plans have passed Planning review and are deemed ready for Building & Safety plan check and/or permit issuance. When the plans are ready, the Planner will email the plans to the Building & Safety Clerk.
- If the Building & Safety Division requires any additional plans or documents to be submitted, the Building & Safety staff member will notify you via email.
- When your project is ready for payment, the Building & Safety Clerk will notify you via email of any plan check fees due, or, if the permit is ready for issuance, the total permit fees due. Fees may be paid for in-person. Additionally, the City of Cerritos accepts payment by check or credit card.

- To remit payment by check, please write a check for the total fees due made out to "City of Cerritos" and include the permit number(s) (AP#00000) in the Memo. Please mail the check to:

Attn: Building & Safety Division  
Department of Community Development  
City of Cerritos  
18125 Bloomfield Avenue  
Cerritos, CA 90703

- To remit payment by credit card using an online payment form, please provide the Building & Safety Clerk with the full name and email address of Payee, who will be e-mailed a unique link for the processing of fees.
- Upon receipt of the fees, the Building & Safety Clerk will notify you of next steps.
  - Building & Safety Division staff will notify you if your project requires separate plan check review by other agencies, including the Los Angeles County Department of Public Works Building & Safety Division. For reference, below is a link to Los Angeles County's online plan check procedures:  
[dpw.lacounty.gov/bsd/bsop/lib/docs/Procedures%20for%20BSOP.pdf](http://dpw.lacounty.gov/bsd/bsop/lib/docs/Procedures%20for%20BSOP.pdf)
  - If the permit is ready for issuance, the permit and accompanying documentation will be mailed to the address on the building permit application. We realize that this will delay the process of obtaining a permit. Thank you for your patience and understanding.

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