



## PLANNING/BUILDING INTERIM ELECTRONIC SUBMITTAL PROCEDURE

**UPDATED 4/10/2020**

In an effort to continue providing assistance during the closure of City Hall to the public, the Department of Community Development has taken measures to accept building permit applications and plans online.

To submit applications and plans online, please follow these instructions.

1. Call **(562) 916-1201** to speak to a Planner regarding your project. The Planner will advise you regarding what applications are needed. You may also consult the following guide for all application forms that are required for your project:

[http://www.cerritos.us/RESIDENTS/pdfs/application\\_building\\_permit\\_forms\\_guide.pdf](http://www.cerritos.us/RESIDENTS/pdfs/application_building_permit_forms_guide.pdf)

The applications can be downloaded from the following pages on the City of Cerritos website:

Residential Improvements:

[http://www.cerritos.us/RESIDENTS/permits\\_applications\\_for\\_home\\_improvements.php](http://www.cerritos.us/RESIDENTS/permits_applications_for_home_improvements.php)

Commercial/Industrial Improvements:

[http://www.cerritos.us/BUSINESSES/planning\\_and\\_building\\_permits.php](http://www.cerritos.us/BUSINESSES/planning_and_building_permits.php)

Write down the name of the Planner with whom you spoke, for future reference.

2. 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:

Application/Plan Submittal Form:

[https://cerritosca.seamlessdocs.com/f/Application\\_Plan\\_Submittal\\_Form](https://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form)

- a. Specify the Cerritos project site address
- b. 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.

- c. Select the name of the Planner or other City staff member with whom you were already working. If you do not recall his/her name, or if you have not yet worked with someone, select Planning: Other, and the submittal will be routed to the appropriate staff member.
- d. 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.

**Note:** For each upload tool, click the blue Upload button after selecting your file. To upload multiple files, be sure to select all of the files for upload before clicking the blue Upload button.

- e. You may provide any additional comments or specific requests in the Comments field.
  - f. When ready, click the Submit button. Once submitted, you will receive an email confirmation of the submittal at the email address provided.
- 3. The submittal will be forwarded to the Planner, who will review the applications and plans and contact you via telephone or email with any questions. The Planner will assign the project a 5-digit permit/approval number in this format: AP#00000. Please reference this number in all future email or telephone correspondence.
  - 4. Corrections will be scanned or digitally marked-up and returned via email as a PDF attachment or Dropbox link. You will communicate directly with the Planner directly at his/her individual email address while the application is under review.
  - 5. The following instructions apply to a project that is subject to planning approval only (no building permit). If you have any questions during any step of the process, please call the Department of Community Development at (562) 916-1201 and ask to speak to the Planner with whom you were working.
    - a. If the project is subject to a no-fee planning approval, the Planner will send you the approved plan via email as a PDF attachment or Dropbox link. No further action is needed. The following are examples of no-fee planning approvals: paint color and residential front yard landscape plan.

- b. 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. The following are examples of planning approvals subject to a fee: block walls less than 30 inches in height, commercial/industrial tree removals, and commercial/industrial landscape plans. 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 name]  
Department of Community Development  
City of Cerritos  
18125 Bloomfield Avenue  
Cerritos, CA 90703

Upon receipt of the fees, the Planner will send you a scanned copy of the approved plans via email.

6. The following instructions apply to a project that is subject to a building permit, which requires a fee. The following are examples of projects that require a building permit: building additions, reroof, electrical wiring, plumbing, and air conditioners.
  - a. The Planner will provide comments and corrections at no charge until the plans have passed Planning review and are deemed ready for Building and Safety plan check and/or permit issuance.
  - b. When the plans are ready, the Planner will forward your plans via email to the Building and Safety Clerk. The Building and 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. If you have any questions, please call the Building and Safety Division at (562) 916-1209 to speak to the Building and Safety Clerk.

If the Building and Safety Division requires any additional plans or documents to be submitted, the Building and Safety staff member will notify you via email. You may use the Application/Plan Submittal Form to submit any additional documents and select the Building and Safety staff member with whom you are working:

Application/Plan Submittal Form:

[https://cerritosca.seamlessdocs.com/f/Application\\_Plan\\_Submittal\\_Form](https://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form)

- c. 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 and Safety Division  
Department of Community Development  
City of Cerritos  
18125 Bloomfield Avenue  
Cerritos, CA 90703

Upon receipt of the fees, the Building and Safety Clerk will notify you of next steps.

- d. Building and 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 and Safety Division. For reference, below is a link to Los Angeles County's online plan check procedures:

<https://dpw.lacounty.gov/bsd/bsop/lib/docs/Procedures%20for%20BSOP.pdf>

- e. 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:

[http://www.cerritos.us/BUSINESSES/business\\_licenses/contractor\\_business\\_license.php](http://www.cerritos.us/BUSINESSES/business_licenses/contractor_business_license.php)

- f. 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.

Please note that these instructions are subject to change as new tools and resources become available. Should you have any questions, please call (562) 916-1201.