



SWIMMING POOL, SPA AND EQUIPMENT APPLICATION CHECKLIST

SWIMMING POOL, SPA AND EQUIPMENT APPLICATION

Submittal requirements for Swimming Pool, Spa and Equipment Application are listed below. Please include the following items:

1) PLANNING APPLICATION: Swimming Pool, Spa and Equipment Application

- Complete all sections (incomplete applications will delay processing time)
- Include all required plans/drawings/calculations listed in the application
- Homeowner's signature required
- If property is located in a homeowners association, complete HOA Approval Form at http://www.cerritos.us/RESIDENTS/_pdfs/hoa_approval_form.pdf

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://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form

For more detailed information regarding the process for online submittal, please read the *Planning/Building Interim Electronic Submittal Procedure* at http://www.cerritos.us/BUSINESSES/_pdfs/interim_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 http://www.cerritos.us/BUSINESSES/business_licenses.php

For more detailed information regarding the process for online submittal, please read the *Business License Interim Electronic Submittal Procedure* at http://www.cerritos.us/BUSINESSES/_pdfs/interim_business_license_procedure.pdf

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City of Cerritos

Civic Center • 18125 Bloomfield Avenue
P.O. Box 3130 • Cerritos, California 90703-3130
Phone: (562) 916-1201 • Fax (562) 916-1371

SWIMMING POOL, SPA AND EQUIPMENT APPLICATION

(Please print or type)

AP# _____

HOMEOWNER'S INFORMATION

Name: _____ Phone: (____) _____

Address: _____

Tract number (if known): _____ Lot Number (if known): _____

CONTRACTOR'S INFORMATION

Name of Company: _____

Contact Name: _____ Phone: (____) _____

Address: _____

State License Number: _____ City Business License Number: _____

Occupation of streets

Address of right-of-way to be occupied: _____

Number of feet occupied _____ Number of days _____

Purpose of occupation: _____

Location where dirt and debris will be disposed: _____

The undersigned certify that the plans submitted with this application have been reviewed and meet the property owner's satisfaction.

The undersigned agree to comply with the regulations of the City as well as all noted conditions of approval to construct the pool and/or spa and equipment. It is further agreed that the City of Cerritos shall be held harmless by the property owner and/or contractor from any liability for accident, loss or damage to persons or property occurring as the result of any work done under this permit for the pool and/or spa and equipment. All liability shall be assumed by the homeowner and/or the contractor. It is also agreed that public rights-of-way and streets shall be returned to their original state.

Property owner's signature: _____ Date: _____

Contractor's signature: _____ Date: _____

IMPLEMENTATION STANDARDS FOR SWIMMING POOLS, SPAS AND EQUIPMENT

1. The setback between the swimming pool/spa and property line and surrounding structures on the site shall be a minimum of three (3) feet, unless surcharging is done to accommodate a lesser setback. The setback between the swimming pool/spa water line and the electrical panel box shall be a minimum of ten (10) feet.
2. There shall be a minimum setback of fifteen (15) feet between the water's edge of the pool/spa and all neighboring residences. This setback may be reduced to a minimum of ten (10) feet provided the pool and/or spa is located in the rear yard and the rear property line of the subject lot abuts the side property line of the neighboring residence.
3. Swimming pool and/or spa equipment shall:
 - a. Be set back a minimum of fifteen (15) feet from all neighboring residences;
 - b. Be set back a minimum of forty (40) feet from the front property line;
 - c. Not be located within the front yard;
 - d. Not to be higher than one (1) foot below the height of the block wall(s) or solid fence(s) around the pool area;
 - e. Be a minimum of three (3) feet from the pool and/or spa. The equipment shall be permitted only in the rear thirty (30) feet of the property, in a side adjacent to a non-residential land use, or in a side yard which abuts the rear property line of another residential lot.
4. Slides and diving boards shall be set back a minimum of three (3) feet from property lines.
5. In any instance where a swimming pool encroaches more than 25% into the side yard or any portion of the front yard, the application shall be reviewed and approved by the City of Cerritos Planning Commission.
6. No exterior perimeter block wall that faces a street shall be allowed to be demolished for the purpose of gaining access to the yard for excavation and construction. Block walls between two lots may be demolished for access provided an Access Agreement is obtained from the adjacent property owner and a copy submitted with the proposed plans.
7. The following standards govern occupation of streets during construction:
 - a. Any material deposited in the street must be thoroughly cleaned before final inspection of the pool and/or spa;
 - b. No plaster, concrete, oil, solvents or similar material shall be allowed to spill on the surface of any street;
 - c. Gutters shall be left clear for the free flow of water at all times. Pipes or other conduit of four (4) inch minimum diameter may be used for this purpose;
 - d. Materials and/or equipment shall not extend further than eight (8) feet out from the curb line;
 - e. Adequate barricades, signal devices, lanterns and/or flares shall be maintained between sundown and sunrise;
 - f. The street may be occupied for a maximum of seven (7) days unless a separate permit is granted for a greater time period.

8. The following regulations govern work done in the public right-of-way:
 - a. Any kind of modifications made to the curb, gutter and/or sidewalk area requires approval of and a permit from the Department of Public Works;
9. The following regulations govern the disposal of debris and dirt:
 - a. Dirt and debris shall be disposed in an authorized and approved facility;
 - b. The disposal of dirt and debris is prohibited on public or private property unless written permission is granted by the property owner and approved by the Director of Community Development. Should dirt or debris be disposed on private property, the applicant shall provide a notarized letter attesting that the property owner has authorized this action. Said letter shall be attached to the application.

REQUIREMENTS FOR SWIMMING POOL AND/OR SPA APPROVAL

1. **PLOT PLAN** (see exhibit "A") drawn to scale, showing the entire lot, outline of the residence, location of the pool and/or spa equipment, and the following information:
 - a. **LOCATIONS OF RESIDENCES** on adjacent lots and noted as one or two-story buildings;
 - b. **SETBACKS** from the water's edge of the pool and/or spa, and from the equipment to the nearest point of each adjacent residence;
 - c. **SETBACKS** from the water's edge of the pool and/or spa to the nearest point of the side and rear property lines, residence, patio structure and equipment;
 - d. **THE SETBACK DISTANCE FOR EACH ADJACENT RESIDENCE** shall be noted to the property line shared with the subject lot. The side and rear yard setbacks shall also be noted for the residence on the subject lot;
 - e. **WINDOW LOCATIONS** of neighboring residences near the pool and/or spa and equipment;
 - f. **HEIGHT AND TYPE OF WALLS OR FENCES AND GATES** around the property;
 - g. **LOCATION OF SLIDE OR DIVING BOARD**;
 - h. **LOCATION OF ACCESS** to the yard.
2. **UNDERGROUND POWER LINES:** All plot plans, indicating the lot and tract number, shall be submitted to a company such as USA Alert (3030 Saturn, Suite 200, Brea, 1-800-422-4133) for the location of underground power lines.
3. **SUBMIT TWO (2) COPIES**
 - Plot Plan
 - Spa Specifications (*if applicable*)
 - Homeowner's Association approval (*if applicable*)
 - Completion of Swimming Pool, Spa, and Equipment Application with Homeowner's Signature

Submit two (2) copies of the above list to the City of Cerritos, Department of Community Development for an approval, plan check and permits.

**CITY OF CERRITOS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DIVISION OF BUILDING AND SAFETY**

STATEMENT TO BE SIGNED BY HOMEOWNER PRIOR TO ISSUANCE OF SWIMMING POOL AND/OR SPA PERMITS

Water drained from swimming pools and/or spas must not flow onto any abutting property. The following is required for swimming pool and/or spa waste water disposal:

1. To a sanitary sewer through a three (3) inch p-trap legally installed under permit from the Building and Safety/Land Development Division of the Department of Public Works, County of Los Angeles. This applies only to property which is connected to a public sewer. Swimming pool and/or spa waste water shall not discharge to a private sewage disposal system.
2. On the property, if the property is large enough to ensure that runoff will not encroach on abutting property.
3. Removal of swimming pool and/or spa contents by tank truck.
4. In the case where none of the above can be accomplished, alternate methods of disposal acceptable to the State Regional Water Quality Control Board (SRWQCB) may be used. Prior to discharge, the swimming pool/spa water must be tested by the owner to insure that it is within all water quality standards established by the SRWQCB. Contact the Department of Public Works, Environmental Programs Division at (562) 916-1226 for information.

This is to certify that I have read and understand the foregoing and agree to pass this information sheet on to the next subsequent owner.

Property owner's signature: _____ Date: _____

Subsequent owner's signature: _____ Date: _____

TWO COPIES REQUIRED - OWNER RETAINS ONE

**BUILDING AND SAFETY DIVISION
SWIMMING POOL FENCES AND PROTECTION
(CBC SECTION 3109)**

WHERE REQUIRED

The swimming pool "Fencing" ordinance in Los Angeles County requires that all swimming pools or other artificially created pools, public or private, more than two (2) feet in depth, be surrounded by a protective fence. This fence may enclose the pool itself or the entire premises.

FENCE CONSTRUCTION

Wood	Redwood or pressure treated posts not less than 3" by 3", set not more than 10 feet apart, embedded at least 18" in the ground. Vertical boards at least 1/2" thick shall be fastened securely to not less than two (2) horizontal rails at least 2" by 3" in dimension.
Wire	Galvanized wire mesh, minimum 11 gauge, with galvanized pipe posts of at least 1 1/4" diameter spaced not more than 10 feet apart. Posts shall be set not less than 12" in concrete, in post holes 6" in diameter and 18" deep.
Masonry	Shall have a concrete footing at least 12" wide and 6" thick, with bottom not less than 12" below ground surface. Any wall reinforcing steel shall be embedded in the footing.
Height	Fences; Any kind of perimeter fence shall be not less than six (6) feet in height above ground level at all places.
Openings	No openings except doors or gates, with an area greater than fifty (50) square inches, except that a rectangular opening having no horizontal dimension exceeding four (4) inches, may have a greater area.

GATES AND DOORS

Gates and Doors shall meet fence requirements for height and durability. Also, they shall be self-closing and self-latching by means of devices located not less than four (4) feet above grade.

CLOSERS

The closing system shall have adequate capacity and strength to readily and automatically close the door or gate and engage the latch after each time or purpose of operation. The devices may be gravity or spring loaded. Any mechanism exposed to the weather shall be of a type intended for such locations.

LATCHES

The latching mechanism and installation shall be capable of keeping the gate or door closed at all times when not in actual use. The device shall be self-latching. The latch and its operating controls shall be located not less than four (4) feet above the walk, steps or grade of the exterior side.

Note: Additional locking devices, hooks, or bolts may be installed for security of the premises, providing they are arranged so they do not in any way obstruct, interfere with, or preclude the normal and satisfactory operation of the required latching system.

DOUBLE DOORS OR PAIRS OF GATES

These installations are not acceptable if they require one leaf to be made fixed or inactive to engage the hardware or latching device from the other or active leaf. Such an arrangement is impractical, if not impossible, to make fully self-closing and self-latching. Special approval is required for installations having both leaves active.

WIDE DOORS AND GATES

These present special problems requiring stronger construction and continued maintenance. A 4-foot leaf is the recommended maximum width. Obtain specific or individual approval for greater dimensions.

DRIVEWAY GATES

Doors or gates across driveways are not approved as they cannot be made to comply with previously noted requirements. During operation they must be held in the open position. Also, they would be in pairs or a wide sliding type.

GARAGE DOORS AND CARPORTS

Overhead, folding, sliding or wide-swinging type garage entrance doors are not adaptable to self-closing and self-latching installations and are not acceptable in providing the protective enclosure for swimming pools. Such doors are frequently left in the open position, thus exposing any man-door or service entrance from the garage interior to the pool area.

GARAGE SERVICE DOORS

All utility, pilot or man-doors at service entrances opening from a garage or carport into a pool yard area shall be made to conform to the ordinance. They shall be made self-closing and self-latching. The doors shall be of suitable materials and construction. The latch shall be installed 4 feet high.

ACCESS FROM LIVING AREAS

Doors that provide access to pool areas from habitable rooms of dwelling units are considered as under the observation and supervision of the building occupants, and therefore do not require the conforming hardware.

COURTS AND BREEZEWAYS

Passageways and pool access through breezeway areas or apartment house courts require special care. These are not habitable spaces and they must be provided with conforming protection. The normal closing and latching methods are not readily adaptable to certain conditions. Standard door knob heights, panic bar installations, metal frame and glass doors, gates or fences crossing required exit routes and key-operated hardware all require consideration.

ALTERNATES

Any type fence, gate or door construction other than that specified above, shall be approved by the County Engineer before it is installed.

MAINTENANCE

The nature and manner of usage require continual maintenance. Sagging gates, loose parts, worn latches, broken or binding members shall be replaced or repaired.

COMPLAINTS

Any complaints regarding protection or nonconforming conditions should be made to the nearest sheriff's station.

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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: _____

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