



City of Cerritos Department of Community Development  
Civic Center • 18125 Bloomfield Avenue  
P.O. Box 3130 • Cerritos, California 90703-3130  
Phone: (562) 916-1201 • Fax: (562) 916-1371  
[www.cerritosgis.com](http://www.cerritosgis.com) • [www.cerritos.gov](http://www.cerritos.gov)

## **SIGN APPLICATION CHECKLIST**

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### **SIGN APPLICATION**

Submittal requirements for Sign Application are listed below. Please include the following items:

#### **1) PLANNING APPLICATION: Sign Application**

- ☐ Complete all sections (incomplete applications will delay processing time)
- ☐ Include all required plans/drawings/calculations listed in the application
- ☐ Property owner's and Business owner's signatures required

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://forms.cerritos.gov/City-of-Cerritos/Community-Development/Application-Plan-Submittal-Form>

For more detailed information regarding the process for online submittal, please read the *Planning/Building Electronic Submittal Procedure* at <https://www.cerritos.gov/media/mjufcss3/electronic-submittal-procedure.pdf>

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#### **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 [permits.cerritos.gov](http://permits.cerritos.gov)

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Department of Community Development

## SIGN APPLICATION

Please print or type

Name of business: \_\_\_\_\_

Business address: \_\_\_\_\_

Name of center and center owner: \_\_\_\_\_

Phone number/business contact person: \_\_\_\_\_

Name of sign contractor/company: \_\_\_\_\_

Address of sign contractor/company: \_\_\_\_\_

Phone number of sign company: \_\_\_\_\_

State license number: \_\_\_\_\_ City business license number: \_\_\_\_\_

### **INFORMATION NEEDED FOR PLANNING REVIEW OF SIGNS:**

A. VICINITY MAP/LOCATION MAP

B. PLANS: Elevations/Cross Sections

- Plot plan of center
- Location of space for sign
- Location of sign
- Dimensions of the sign
- Setback dimensions (for a monument sign)
- Tenant space dimensions (frontage)

C. SIGN DETAILS:

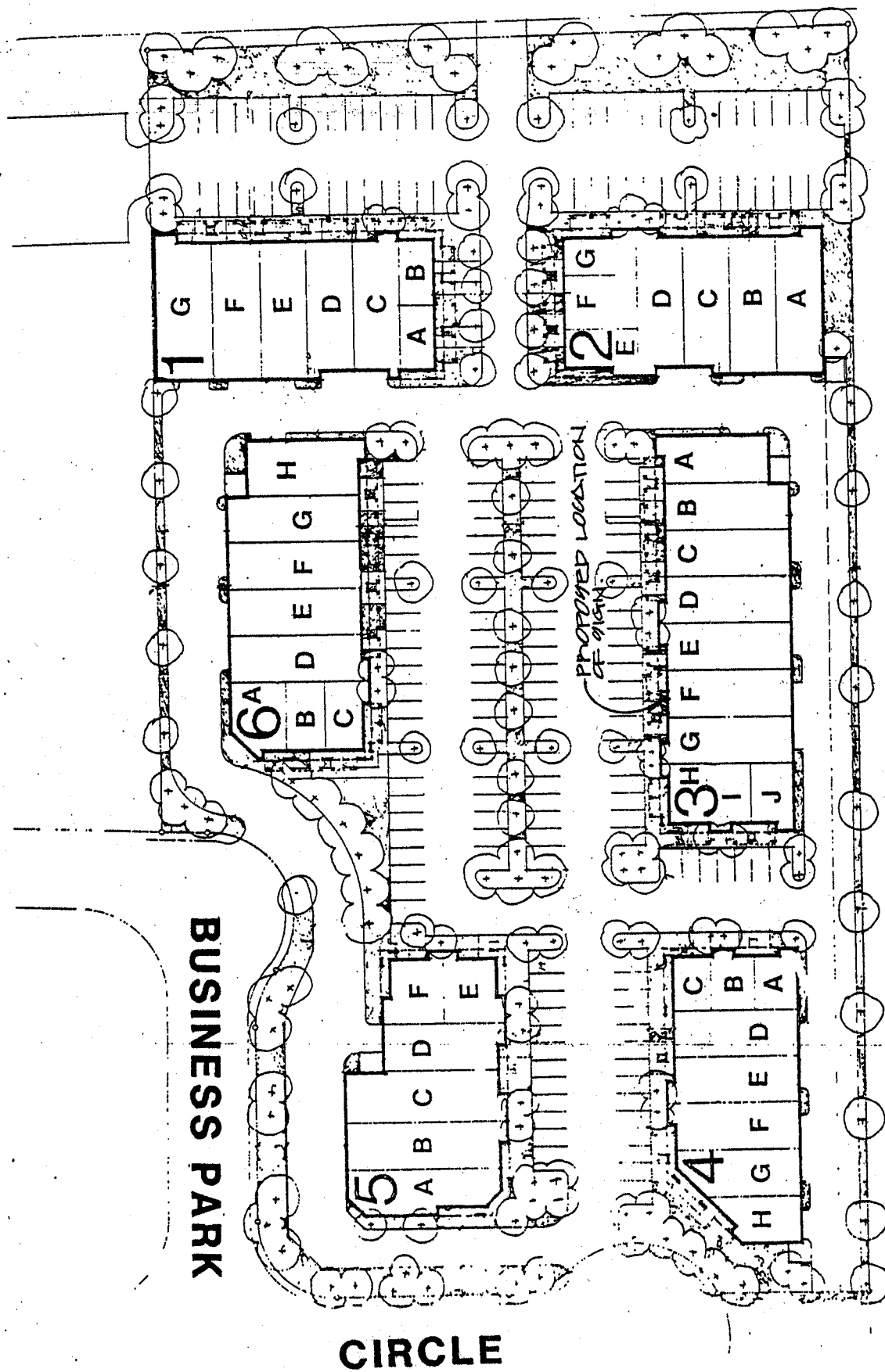
- Cross section (for a monument sign include adjacent sidewalk elevation as well as elevation at top of sign)
- All dimensions (for monument signs include base, structural and sign face dimensions)
- Complete material and color information
- Type and manufacturer of adhesives (where applicable)
- Electrical information for all illuminated signs (all components and total sign must be UL Rated)

Business Owner's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

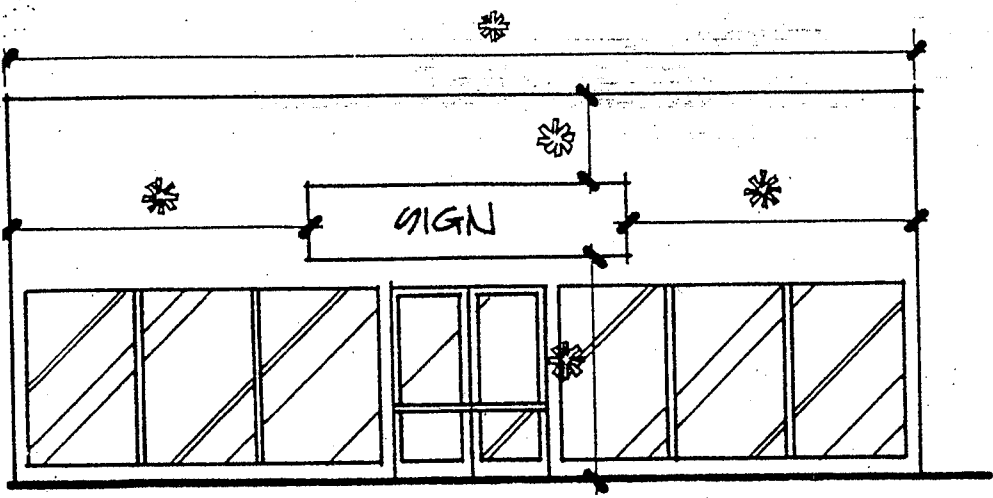
Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# SAMPLE PLOT PLAN



# SIGN PLAN PROPOSAL

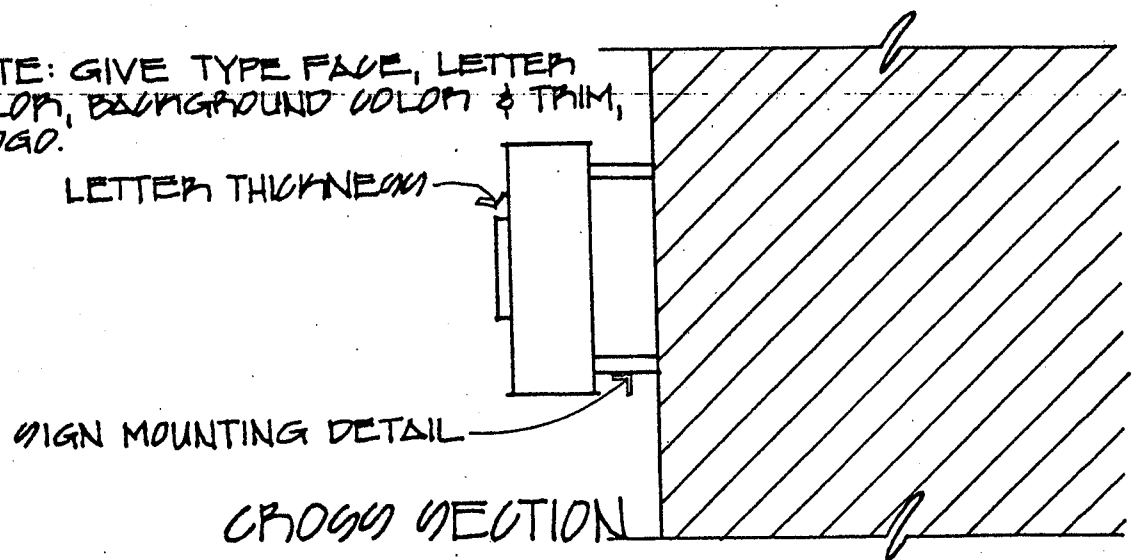
## EXAMPLE OF REQUIRED DRAWINGS & DIMENSIONS

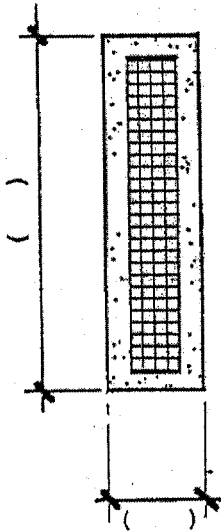


FRONT ELEVATION



\* NOTE: GIVE TYPE FACE, LETTER COLOR, BACKGROUND COLOR & TRIM, & LOGO.

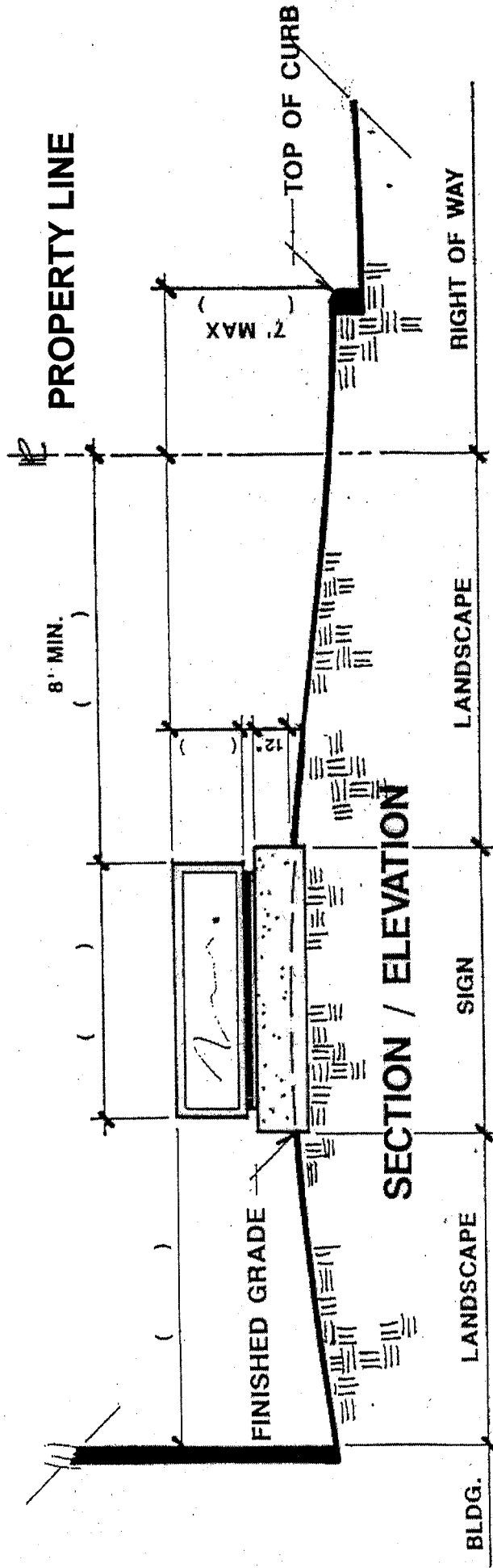




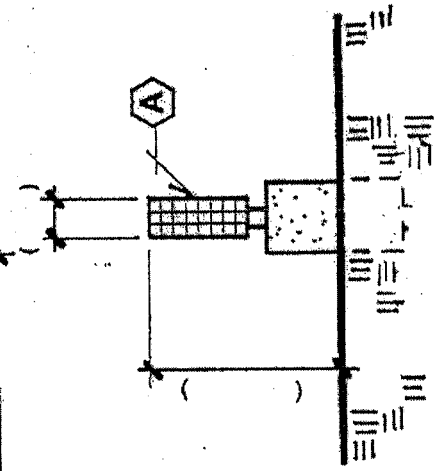
**NOTE:**

**MAXIMUM AREA OF PLANTER SIGN MUST BE NO GREATER THAN 21 sq. ft.**

**PLAN**



**SECTION / ELEVATION**



**SECTION**

LEGEND	
( )	PROVIDE APPROPRIATE DIMENSIONS
A	SIGN DESCRIPTION
	1. LETTERING COLOR & NO.
	2. LETTERING COLOR & NO.
	3. BACKGROUND COLOR & NO.
T.O.C.	TOP OF CURB
F.G.	FINISH GRADE

**PROVIDE STRUCTURAL CALCULATIONS**

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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: \_\_\_\_\_

PLUMBING		
Code	Items	Units
03	Backwater Valves	____ Valve(s)
05	Backflow prevention device/sprinkler	____ Device(s)
07	Bathtubs/showers	____ Fixture(s)
11	Clothes washer (tray/standpipe)	____ Fixture(s)
13	Dishwashers	____ Fixture(s)
15	Drinking fountain	____ Fixture(s)
17	Floor drains	____ Fixture(s)
19	Floor sinks	____ Fixture(s)
21	Hose bibbs	____ Fixture(s)
23	Interceptor (clarifier)	____ System(s)
25	Lavatories/sinks	____ Fixture(s)
26	Miscellaneous fixture	____ Fixture(s)
27	Pressure regulator—prv/water	____ Device(s)
29	Roof drains	____ Fixture(s)
35	Solar water heating system	____ System(s)
39	Swimming pool trap and receptor	____ System(s)
41	Trap primer	____ System(s)

Code	Items	Units
45	Water closet/urinal/bidet	____ Fixture(s)
47	Water heater	____ W.H.(s)
49	Water treating equipment (filter, softener)	____ System(s)
51	Low pressure gas sys. (5 outlets or less)	____ System(s)
52	Fee for additional outlets >5	____ Outlet(s)
53	Medium/high pressure gas system	____ System(s)
54	Additional fee for each outlet	____ Outlet(s)
55	Gas meter (private)	____ Meter(s)
56	Gas regulator	____ Reg(s)
60	Drainage/vent piping repair or alter	____ System(s)
62	Greywater system	____ System(s)
63	Water piping replacement branch/fixture	____ Fixture(s)
64	Other water piping < 1 1/2 inches	____ Line(s)
65	Other water piping 2-3 inches	____ Line(s)
66	Other water piping > 3 inches	____ Line(s)

MECHANICAL					
Code	Items	Units	Code	Items	Units
02	Refrig compressor < 100 kbtu	_____ Comp(s)	31	Air inlets/outlets (area)	_____ Sq. Ft.
03	Refrig compressor 101—500 kbtu	_____ Comp(s)	32	Appliance vent (other)	_____ Unit(s)
04	Refrig compressor > 500 kbtu	_____ Comp(s)	35	Air handling unit < 2000 cfm	_____ Ahu(s)
08	Furnace/heater <100 kbtu	_____ Unit(s)	36	Air handling unit 2000—10000 cfm	_____ Ahu(s)
09	Furnace/heater 101-500 kbtu	_____ Unit(s)	37	Air handling unit > 10000 cfm	_____ Ahu(s)
10	Furnace/heater > 500 kbtu	_____ Unit(s)	40	Evaporative coolers	_____ Unit(s)
17	Boiler < 100 kbtu	_____ Boiler(s)	41	Ventilation fan (single register)	_____ Fan(s)
18	Boiler 101-500 kbtu	_____ Boiler(s)	42	Ventilation system (other)	_____ System(s)
19	Boiler > 500 kbtu	_____ Boiler(s)	43	Commercial kitchen exhaust hoods	_____ Hood(s)
20	Fireplace/gas log < 100 kbtu	_____ Appl(s)	44	Spray booth	_____ Booth(s)
21	Fireplace/gas log 101-500 kbtu	_____ Appl(s)	45	Product conveying duct system	_____ System(s)
22	Fireplace/gas log > 500 kbtu	_____ Appl(s)	46	Fire dampers	_____ Damper(s)
30	Air inlets/outlets (each)	_____ Unit(s)	47	Alteration of existing duct system	_____ System(s)

			<u>ELECTRICAL</u>					
<b>Code</b>	<b>Items</b>	<b>Quantity</b>	<b>Code</b>	<b>Item</b>	<b>Quantity</b>	<b>Code</b>	<b>Item</b>	<b>Quantity</b>
B1	Residential new bldgs. Multifamily	_____ Sq. Ft.						
B2	Residential new bldgs. 1 or 2 family	_____ Sq. Ft.						
C1	Swimming pools, new	_____ Pool(s)	K1	Signs, outline lgt, one ckt	_____ Sign(s)	JX	Motors, <3hp	_____ Mtr(s)
C2	Spas, hot tubs,	_____ Pool(s)	K2	Additnl, ckt within the same sign	_____ Sign(s)	JY	Motors, 5hp	_____ Mtr(s)
D3	Pool alterations, other type pools	_____ Pool(s)		<u>Power Equipment Over 3hp and Less Than 10hp</u>		JZ	Motors, 10hp	_____ Mtr(s)
C1	Carnival electrical rides or gentrs	_____ Unit(s)	JA	Heat pumps	_____ Appl(s)	J0	Motors, 15hp	_____ Mtr(s)
D2	Carnival mech rides, displays w/lgt	_____ Unit(s)	JB	AC units	_____ Appl(s)	J1	Motors, 20hp	_____ Mtr(s)
D3	Carnival booth lighting	_____ Unit(s)	JD	Battery chargers	_____ Appl(s)	J2	Motors, 25hp	_____ Mtr(s)
E1	Temporary service, power pole	_____ Pole(s)	JE	Electric water heaters	_____ Appl(s)	J3	Motors, 50hp	_____ Mtr(s)
E2	Temporary dist system for const	_____ Unit(s)	JF	Refrigeration cabinets	_____ Appl(s)	J4	Motors, 100hp	_____ Mtr(s)
E3	Temp pole for xmas tree lots	_____ Pole(s)	JG	Electric cooking equipment	_____ Appl(s)		<u>Other Power Equipment</u>	
F1	Branch circuits, 120v, 15 or 20a	_____ Ckt(s)	JH	Electric heaters	_____ Appl(s)	J7	Pwr eq w/rating > 10hp to <50hp	_____ Pwr
F2	Branch circuits, lighting, 208-277v	_____ Ckt(s)	JI	Electric generators	_____ Appl(s)	J8	Pwr eq w/rating > 50hp to <100hp	_____ Pwr
G1	Outlets-lighting, recept, switch	_____ Outlet(s)	J6	Other equipment > 3hp—<10hp	_____ Appl(s)	J9	Pwr eq w/rating > 100hp	_____ Pwr
G2	Lighting fixtures	_____ Lgt Ftx(s)		<u>Special Electrical Items</u>			<u>Services, Panels, Control Panels, Mcc's</u>	
G3	Pole mounting light fixtures	_____ Pole Fxt(s)	P2	PC residential photo voltaic<10kw	_____	LA	100a panels, services, mcc's	_____ Pnl(s)
G4	Theatrical-type lgt fixtures	_____ Lgt Ftx(s)	P3	Inverter res photo volt <10kw	_____	LB	200a panels, services, mcc's	_____ Pnl(s)
	<u>Residential Appliances Less Than 3hp</u>		P4	PC residential photo volt >10kw<50kw	_____	LC	225a panels, services, mcc's	_____ Pnl(s)
HA	Forced air units (FAU)	_____ Appl(s)	P5	Inverter res photo volt >10kw<50kw	_____	LD	400a panels, services, mcc's	_____ Pnl(s)
H1	Electrical ovens	_____ Appl(s)	V2	<=10kw electric vehicle supply equip	_____ #Units	LE	600a panels, services, mcc's	_____ Pnl(s)
H2	Garbage disposals	_____ Appl(s)	V3	>10kw electric vehicle supplie equip	_____ #Units	LF	800a panels, services, mcc's	_____ Pnl(s)
H3	Dishwashers	_____ Appl(s)	V4	Fast electric vehicle supple equip	_____ #Units	LG	1000a panels, services, mcc's	_____ Pnl(s)
H4	Range hoods	_____ Appl(s)		<u>Transformers</u>		LH	1200a panels, services, mcc's	_____ Pnl(s)
H5	Washing machines	_____ Appl(s)	JM	Transformers, <3kva	_____ Xfmr(s)	LI	1600a panels, services, mcc's	_____ Pnl(s)
H7	Exhaust fans	_____ Appl(s)	JN	Transformers, 15kva	_____ Xfmr(s)	LJ	2000a panels, services, mcc's	_____ Pnl(s)
H9	Other residential less than 3hp	_____ Appl(s)	JO	Transformers, 25kva	_____ Xfmr(s)	LL	3000a panels, services, mcc's	_____ Pnl(s)
	<u>Non Residential Appliances Less Than 3hp</u>		JQ	Transformers, 37.5kva	_____ Xfmr(s)	LM	High voltage panels (over 600v)	_____ Pnl(s)
1A	Exhaust fans	_____ Appl(s)	JR	Transformers, 45kva	_____ Xfmr(s)	LN	Other panels, 0 to 399 amps	_____ Pnl(s)
1B	Electric water heaters	_____ Appl(s)	JS	Transformers, 50kva	_____ Xfmr(s)	LO	Other panels, 400 to 1000 amps	_____ Pnl(s)
1C	Lighted showcases	_____ Appl(s)	JT	Transformers, 75kva	_____ Xfmr(s)	LP	Other panels, >1000 amps	_____ Pnl(s)
1D	Electric drinking fountains	_____ Appl(s)	JU	Transformers, 112.5kva	_____ Xfmr(s)	W1	Cable trays, busways (length)	_____ Feet
1E	Vending machines	_____ Appl(s)	JV	Transformers, 150kva	_____ Xfmr(s)	M1	Misc conduits & conductors	_____ Unit(s)
1F	Laundry machines	_____ Appl(s)	JW	Transformers, 225kva	_____ Xfmr(s)	P1	Haz locations >2000 sf total	_____ Haz
J5	Other non-res less than 3hp	_____ Appl(s)				R1	Report review fee, # of equip	_____ Eq
						R2	High voltage report fee, #equip	_____ HV Eq

**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

JOB ADDRESS

LOCALITY

**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