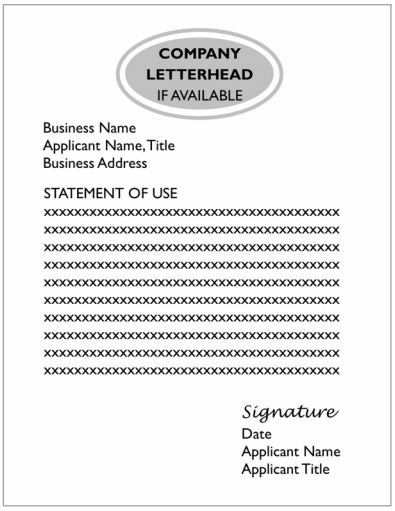
CITY OF CERRITOS
DEPT. OF COMMUNITY DEVELOPMENT
18125 Bloomfield Avenue | Cerritos, CA 90703
(562) 916-1236 | permits.cerritos.us

STATEMENT OF USE LETTER INSTRUCTIONS

All business license applicants are required to upload a Statement of Use Letter as part of their business license application. Submit a scanned copy of the completed letter through the online business license application portal at permits.cerritos.us.

GENERAL INSTRUCTIONS


COMPANY LETTERHEAD IF AVAILABLE

Business Name
Applicant Name, Title
Business Address

STATEMENT OF USE
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Signature
Date
Applicant Name
Applicant Title

- The Statement of Use Letter provides an overview summary of your business, business operations, fire prevention information, and contact information.
- Upload the Statement of Use Letter as part of your business license application.
- Please be as detailed as possible, to allow for faster processing of your application.
- Use as many pages as needed.
- Print on company letterhead, if available.
- Include the Business Name, Applicant Name and Title, and Business Address at the top of the Statement of Use Letter.
- In the Statement of Use Letter, answer **each question below** in full detail.
- Checkboxes have been provided below to help ensure all questions have been addressed.

BUSINESS OPERATION INFORMATION

☐ 1. What is the proposed business address?
☐ 2. What is the square footage of leased space?
☐ 3. Provide a detailed business description that includes all aspects of the proposed business operation on site.
☐ 4. What is the maximum number of employees that will be on site at any given time? What is total number of employees that will be employed on site? What is the anticipated number of visitors at any given time?
☐ 5. What are your proposed hours of operation? Do you have one shift or multiple? Please explain.
☐ 6. Will you use any special equipment on site?
☐ 7. Are any Agency approvals required for the special equipment used on site? (e.g., Fire Department, AQMD, etc.)
☐ 8. Will any specialty vehicles or trucks be stored on site? If so, where will these vehicles be stored? How many of these vehicles will be stored on site, and what are their sizes?

FIRE PREVENTION INFORMATION REQUIRED BY THE LOS ANGELES COUNTY FIRE DEPARTMENT

☐ 1. Describe the materials you will be storing and using on the property.
☐ 2. Explain the method of storage (e.g., racks, pallets), the storage dimensions, and where the materials will be located on your property.
☐ 3. Describe how you will be using the materials.
☐ 4. Provide details to any item(s) that you have marked "yes" in Part II of the Fire Department Statement of Intended Use form and explain any planned alterations to the building.

CONTACT INFORMATION

☐ 1. Indicate a contact person and phone number for a company representative who can answer follow-up questions, if there are any.
☐ 2. Sign and date the letter, with the name and title printed below the signature.