

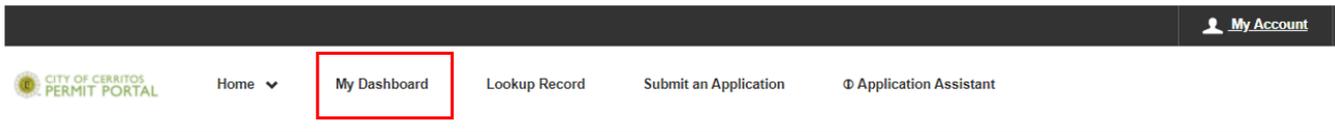


HOW TO RESUBMIT AFTER MAKING CORRECTIONS

Please submit your revisions within 1-2 business days to ensure timely processing of your application/permit.

TO VIEW STAFF COMMENTS:

1. Log into permits.cerritos.gov. Under “My Dashboard”, find your application number.



2. Click “View Details”. Here you will find a copy of your submitted application.

My Projects

Filter 1 [Clear All](#) Map

Project	Added Date	Status	Fees	
PROFESSIONAL SERVICE/HOME OFFICE HOC1020	12/04/2021	Active 1 Pending Task	Unpaid Balance \$52.00 Pay Balance Minimum Due \$0.00	View Details

3. Click the “All” button (located next to the “Needs Action” button”).

PROFESSIONAL SERVICE/HOME OFFICE

HOC1085

[CLONE](#)

[RESUBMIT](#)

Added Date ⓘ

Status ⓘ

Current Milestone ⓘ

Primary Site ⓘ

07/02/2021

Returned for
Corrections/Incomplete

RETURNED FOR CORR-
INCOMPLETE

12345 Bloomfield
Cerritos CA 90623

MORE ▾



Instructions

NEEDS ACTION

[ALL](#)

CONTINUED ON THE NEXT PAGE

4. Under “Reviews”, you will find the most recent staff review labeled “Corrections Needed – Incomplete”, and click “View Details”.

Description	Scheduled Date	Result	
BUSINESS LICENSE REVIEW ID 1166	07/02/2021	CORRECTIONS NEEDED-INCOMPLETE	View Details

5. Select the Review by clicking the arrow.



[My Dashboard](#)

[Lookup Record](#)

[Submit an Application](#)

[Application Assistant](#)

BUSINESS LICENSE REVIEW

ID 1166 | Series #1

Department
BUSINESS LICENSE

Click to view
comments

Business License Review (Commercial Business License)



6. Identify any comments marked “Incomplete”.

Business License Review (Commercial Business License)

Business License Review
The following input fields are checked for completion:

1. A separate Mailing Address is provided (if Date Opened is in the future) Complete	2. Seller's Permit Number is provided (if business will conduct sales) Complete
3. Federal ID Number is provided (if business is a corporation) Complete	
New Label	

The following attachments are checked for completion:

1. Statement of Use Letter Incomplete	2. Agreement Complete
3. Fire Department Form Complete	4. Copy of Sellers Permit (if applicable) Complete
5. Copy of IRS Nonprofit Exempt Status Approval Letter (if applicable) Not Applicable	

CONTINUED ON THE NEXT PAGE

TO MAKE CORRECTIONS:

7. Click your application number to link back to your submitted application.
8. Click “Edit” and make the required revisions. To add attachments, click “Add Attachment”.
9. Once you have completed your revisions, click “Resubmit” at the top of the page, underneath your application number.

PROFESSIONAL SERVICE/HOME OFFICE

HOC1085

[CLONE](#)

[RESUBMIT](#)

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INCOMPLETE

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Cerritos CA 90623

MORE ▼

Should you need additional assistance, please contact the appropriate departments:

- Business License – (562) 916-1236
- Planning – (562) 916-1201
- Building & Safety – (562) 916-1209