



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://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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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)

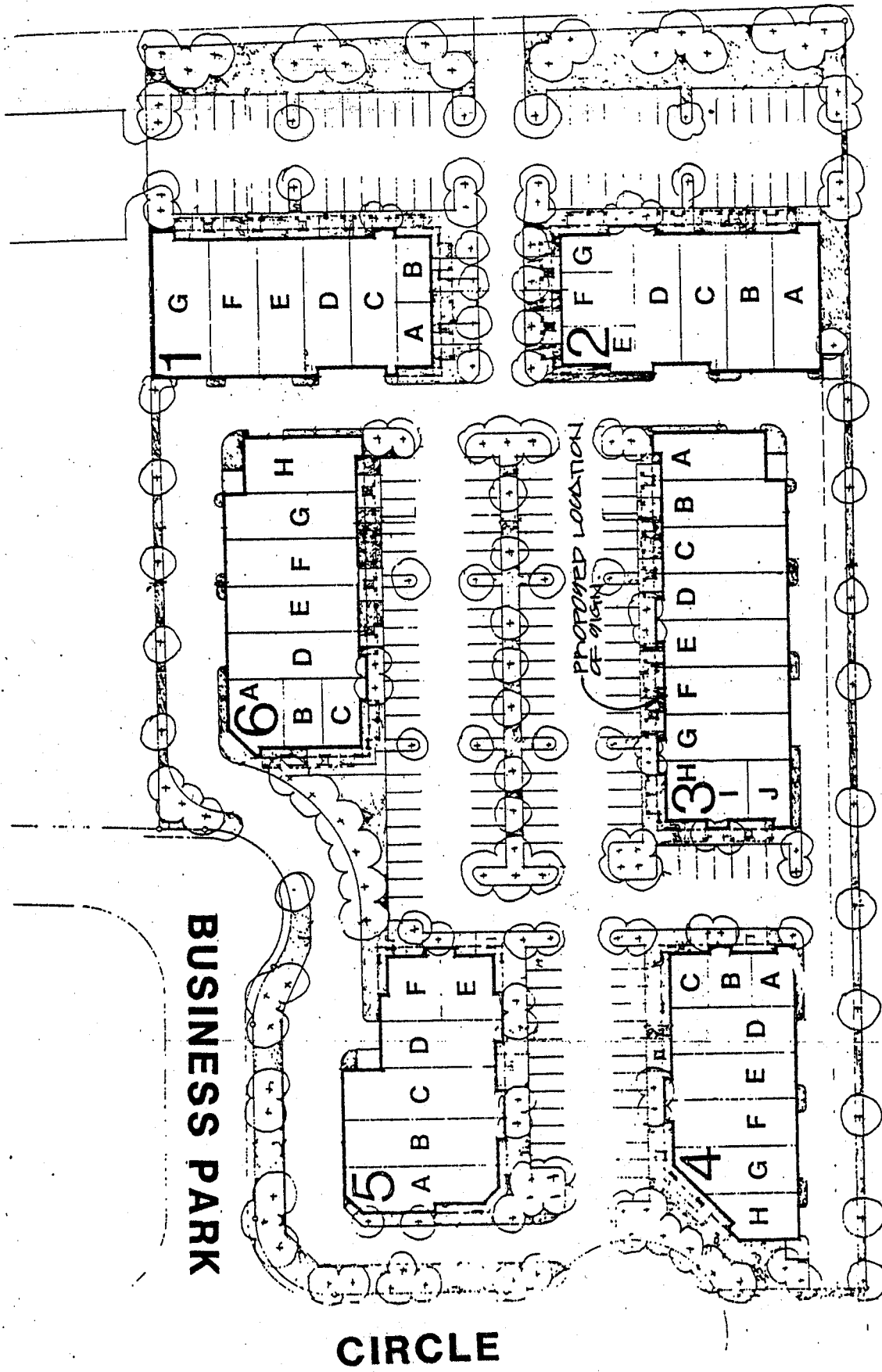
Note: Foreign language letters shall comprise no more than 20% of English letters in area, on the same sign

Business Owner's
Signature _____ Date _____

Property Owner's
Signature _____ Date _____
(if applicable)

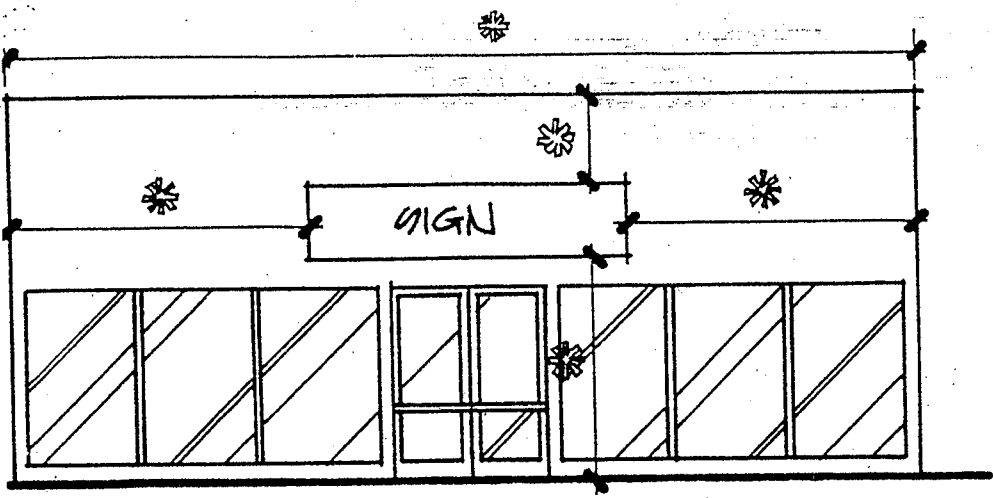
Contractor's Signature _____ Date _____

SAMPLE PLOT PLAN



SIGN PLAN PROPOSAL

EXAMPLE OF REQUIRED DRAWINGS & DIMENSIONS



FRONT ELEVATION

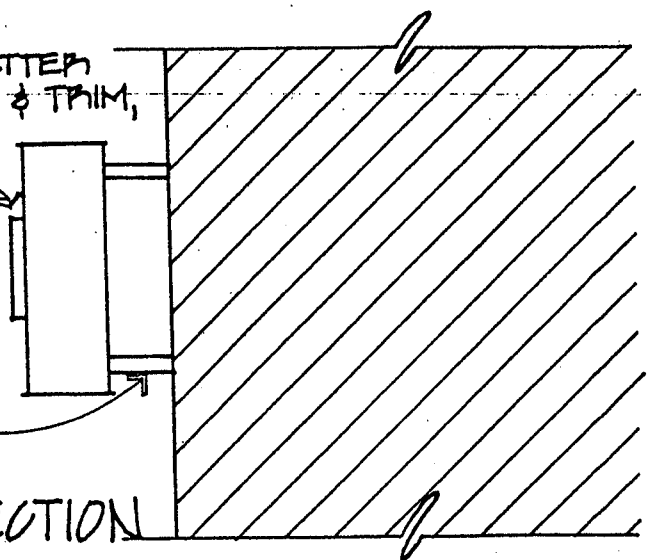


* NOTE: GIVE TYPE FACE, LETTER COLOR, BACKGROUND COLOR & TRIM, & LOAD.

LETTER THICKNESS

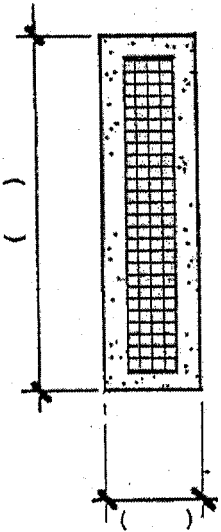
SIGN MOUNTING DETAIL

CROSS SECTION

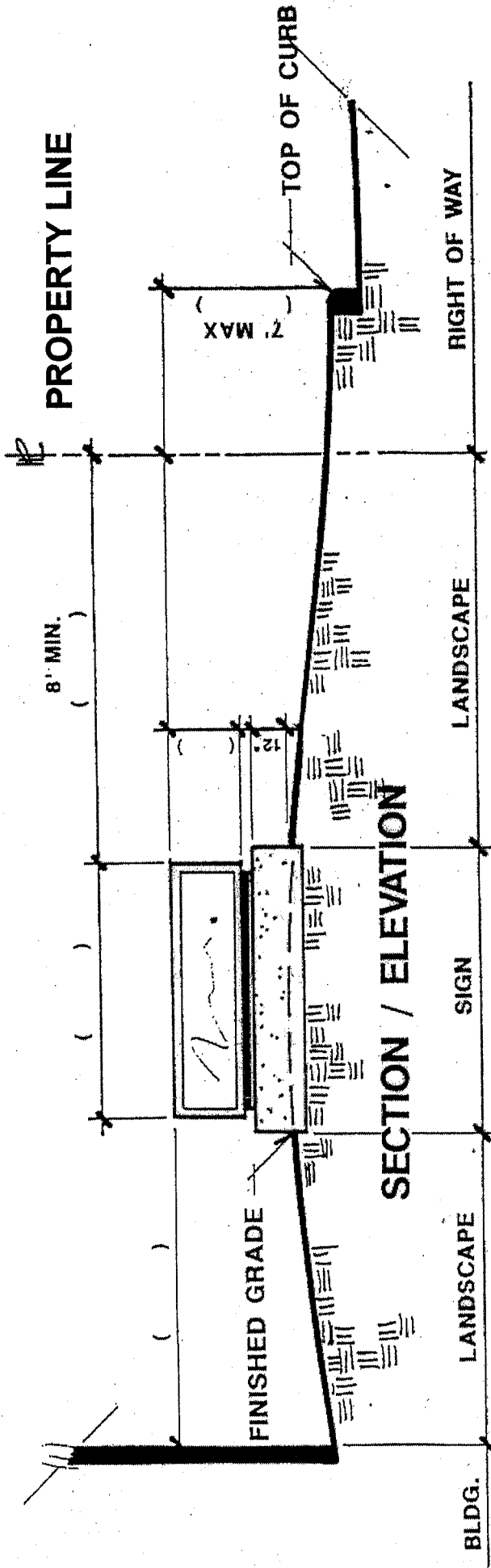


NOTE:

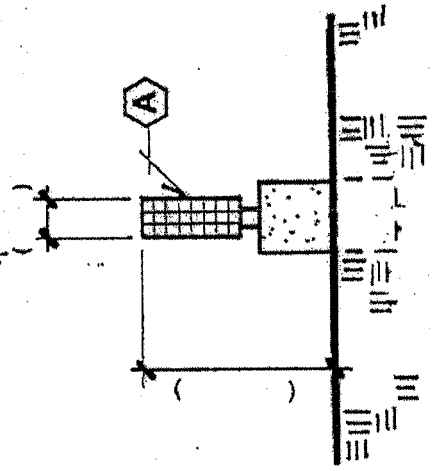
MAXIMUM AREA OF PLANTER SIGN MUST BE NO GREATER THAN 21 sq. ft.



PLAN



SECTION / ELEVATION



SECTION

LEGEND

PROVIDE APPROPRIATE DIMENSIONS

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: _____

Building/Plumbing/Electrical/Mechanical Permit Application (continued)

PLUMBING

Code	Items	Units	Code	Items	Units
03	Backwater Valves	___ Valve(s)	45	Water closet/urinal/bidet	___ Fixture(s)
05	Backflow prevention device/sprinkler	___ Device(s)	47	Water heater	___ W.H.(s)
07	Bathtubs/showers	___ Fixture(s)	49	Water treating equipment (filter, softener)	___ System(s)
11	Clothes washer (tray/standpipe)	___ Fixture(s)	51	Low pressure gas sys. (5 outlets or less)	___ System(s)
13	Dishwashers	___ Fixture(s)	52	Fee for additional outlets >5	___ Outlet(s)
15	Drinking fountain	___ Fixture(s)	53	Medium/high pressure gas system	___ System(s)
17	Floor drains	___ Fixture(s)	54	Additional fee for each outlet	___ Outlet(s)
19	Floor sinks	___ Fixture(s)	55	Gas meter (private)	___ Meter(s)
21	Hose bibbs	___ Fixture(s)	56	Gas regulator	___ Reg(s)
23	Interceptor (clarifier)	___ System(s)	60	Drainage/vent piping repair or alter	___ System(s)
25	Lavatories/sinks	___ Fixture(s)	62	Greywater system	___ System(s)
26	Miscellaneous fixture	___ Fixture(s)	63	Water piping replacement branch/fixture	___ Fixture(s)
27	Pressure regulator—prv/water	___ Device(s)	64	Other water piping < 1 1/2 inches	___ Line(s)
29	Roof drains	___ Fixture(s)	65	Other water piping 2-3 inches	___ Line(s)
35	Solar water heating system	___ System(s)	66	Other water piping > 3 inches	___ Line(s)
39	Swimming pool trap and receptor	___ System(s)			
41	Trap primer	___ System(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)

ELECTRICAL

Code	Items	Quantity	Code	Item	Quantity
B1	Residential new bldgs. Multifamily	___ Sq. Ft.			
B2	Residential new bldgs. 1 or 2 family	___ Sq. Ft.			
C1	Swimming pools, new	___ Pool(s)			
C2	Spas, hot tubs,	___ Pool(s)			
C3	Pool alterations, other type pools	___ Pool(s)			
D1	Carnival electrical rides or genrtts	___ Unit(s)			
D2	Carnival mech rides, displays w/lgt	___ Unit(s)			
D3	Carnival booth lighting	___ Unit(s)			
E1	Temporary service, power pole	___ Pole(s)			
E2	Temporary dist system for const	___ Unit(s)			
E3	Temp pole for xmas tree lots	___ Pole(s)			
F1	Branch circuits, 120v, 15 or 20a	___ Ckt(s)			
F2	Branch circuits, lighting, 208-277v	___ Ckt(s)			
G1	Outlets-lighting, recept, switch	___ Outlet(s)			
G2	Lighting fixtures	___ Lgt Ftx(s)			
G3	Pole mounting light fixtures	___ Pole Fxt(s)			
G4	Theatrical-type lgt fixtures	___ Lgt Ftx(s)			
Residential Appliances Less Than 3hp					
HA	Forced air units (FAU)	___ Appl(s)			
H1	Electrical ovens	___ Appl(s)			
H2	Garbage disposals	___ Appl(s)			
H3	Dishwashers	___ Appl(s)			
H4	Range hoods	___ Appl(s)			
H5	Washing machines	___ Appl(s)			
H7	Exhaust fans	___ Appl(s)			
H9	Other residential less than 3hp	___ Appl(s)			
Non Residential Appliances Less Than 3hp					
1A	Exhaust fans	___ Appl(s)			
1B	Electric water heaters	___ Appl(s)			
1C	Lighted showcases	___ Appl(s)			
1D	Electric drinking fountains	___ Appl(s)			
1E	Vending machines	___ Appl(s)			
1F	Laundry machines	___ Appl(s)			
J5	Other non-res less than 3hp	___ Appl(s)			
Electric Signs					
K1	Signs, outline lgt, one ckt	___ Sign(s)			
K2	Additnl, ckt within the same sign	___ Sign(s)			
Power Equipment Over 3hp and Less Than 10hp					
JA	Heat pumps	___ Appl(s)			
JB	AC units	___ Appl(s)			
JD	Battery chargers	___ Appl(s)			
JE	Electric water heaters	___ Appl(s)			
JF	Refrigeration cabinets	___ Appl(s)			
JG	Electric cooking equipment	___ Appl(s)			
JH	Electric heaters	___ Appl(s)			
JI	Electric generators	___ Appl(s)			
J6	Other equipment > 3hp—<10hp	___ Appl(s)			
Special Electrical Items					
P2	PC residential photo voltaic<10kw	___			
P3	Inverter res photo volt <10kw	___			
P4	PC residential photo volt >10kw<50kw	___			
P5	Inverter res photo volt >10kw<50kw	___			
V2	<=10kw electric vehicle supply equip	___ #Units			
V3	>10kw electric vehicle suppl equip	___ #Units			
V4	Fast electric vehicle suppl equip	___ #Units			
Transformers					
JM	Transformers, <3kva	___ Xfmr(s)			
JN	Transformers, 15kva	___ Xfmr(s)			
JO	Transformers, 25kva	___ Xfmr(s)			
JQ	Transformers, 37.5kva	___ Xfmr(s)			
JR	Transformers, 45kva	___ Xfmr(s)			
JS	Transformers, 50kva	___ Xfmr(s)			
JT	Transformers, 75kva	___ Xfmr(s)			
JU	Transformers, 112.5kva	___ Xfmr(s)			
JV	Transformers, 150kva	___ Xfmr(s)			
JW	Transformers, 225kva	___ Xfmr(s)			
Motors					
JX	Motors, <3hp	___ Mtr(s)			
JY	Motors, 5hp	___ Mtr(s)			
JZ	Motors, 10hp	___ Mtr(s)			
J0	Motors, 15hp	___ Mtr(s)			
J1	Motors, 20hp	___ Mtr(s)			
J2	Motors, 25hp	___ Mtr(s)			
J3	Motors, 50hp	___ Mtr(s)			
J4	Motors, 100hp	___ Mtr(s)			
Other Power Equipment					
J7	Pwr eq w/rating > 10hp to <50hp	___ Pwr			
J8	Pwr eq w/rating > 50hp to <100hp	___ Pwr			
J9	Pwr eq w/rating > 100hp	___ Pwr			
Services, Panels, Control Panels, Mcc's					
LA	100a panels, services, mcc's	___ Pnl(s)			
LB	200a panels, services, mcc's	___ Pnl(s)			
LC	225a panels, services, mcc's	___ Pnl(s)			
LD	400a panels, services, mcc's	___ Pnl(s)			
LE	600a panels, services, mcc's	___ Pnl(s)			
LF	800a panels, services, mcc's	___ Pnl(s)			
LG	1000a panels, services, mcc's	___ Pnl(s)			
LH	1200a panels, services, mcc's	___ Pnl(s)			
LI	1600a panels, services, mcc's	___ Pnl(s)			
LJ	2000a panels, services, mcc's	___ Pnl(s)			
LL	3000a panels, services, mcc's	___ Pnl(s)			
LM	High voltage panels (over 600v)	___ Pnl(s)			
LN	Other panels, 0 to 399 amps	___ Pnl(s)			
LO	Other panels, 400 to 1000 amps	___ Pnl(s)			
LP	Other panels, >1000 amps	___ Pnl(s)			
W1	Cable trays, busways (length)	___ Feet			
M1	Misc conduits & conductors	___ Unit(s)			
P1	Haz locations >2000 sf total	___ Haz			
R1	Report review fee, # of equip	___ Eq			
R2	High voltage report fee, #equip	___ HV Eq			

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