City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

NEW SWIMMING POOL, SPA, AND EQUIPMENT APPLICATION GUIDE

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click "Log In" at top right corner. Select "Create a Profile". Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:
   - ☐ Plans.
   - ☐ Acknowledgement Form signed by Property Owner and Subsequent Property Owner (page 8).
   - ☐ Property Owner's Consent to File Permit Application form (page 9).
   - ☐ Declaration Form (page 10).
     - If owner-builder, complete columns 1 and 3.
     - If contractor, complete columns 2 and 3.
   - ☐ Spa specifications, if applicable.
   - ☐ If an easement exists on the property within the proposed project area, a separate encroachment permit must be applied for.
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 11).

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement
   - ☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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City of Cerritos Requirements for Swimming Pools, Spas, and Equipment

Implementation Standards

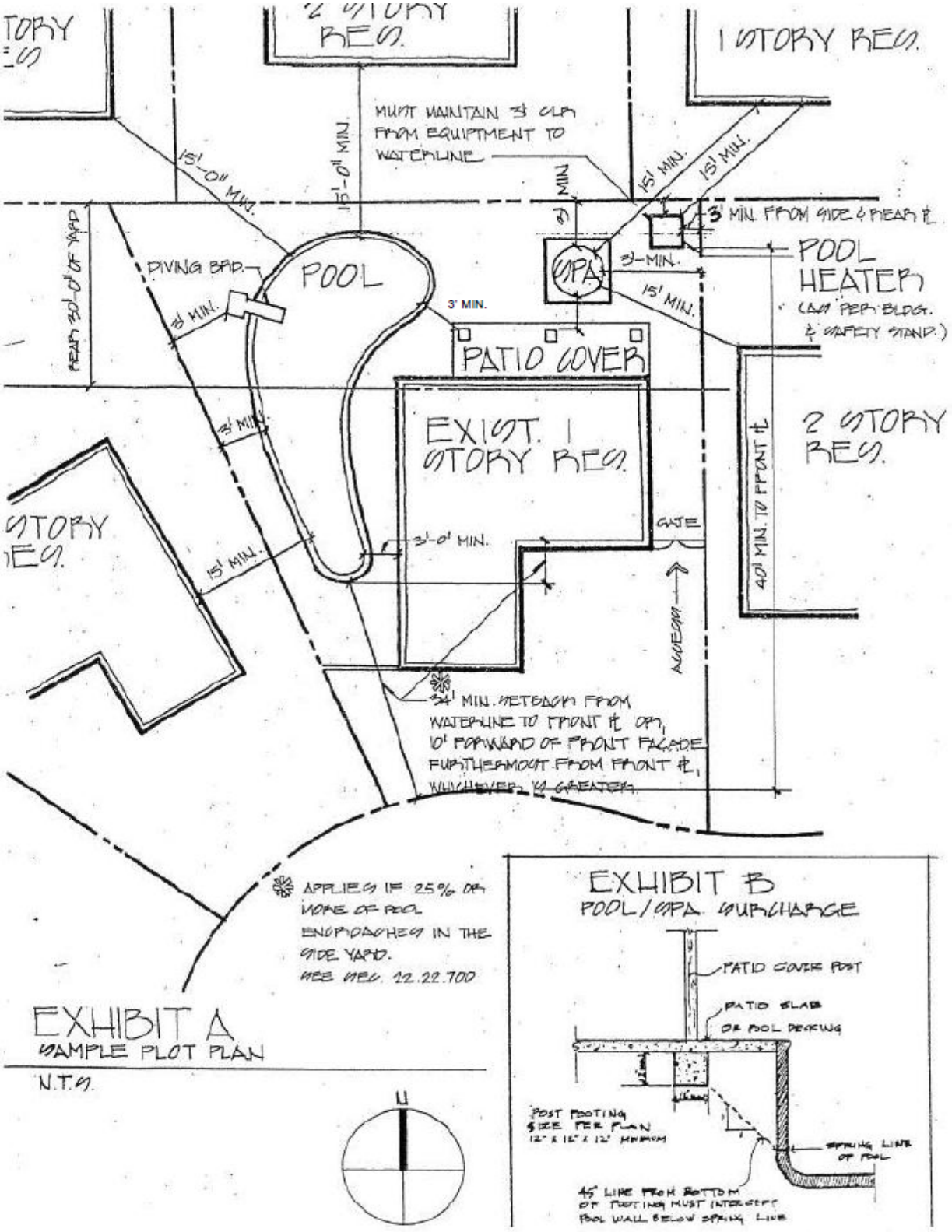
1. The setback between the swimming pool/spa and property line and surrounding structures on the site shall be a minimum of three (3) feet, unless surcharging is done to accommodate a lesser setback. The setback between the swimming pool/spa water line and the electrical panel box shall be a minimum 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.

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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.

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

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.

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 wastewater 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 wastewater 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 Signature: _____

Date: _____

Subsequent Owner Signature: _____

Date: _____

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Cerritos Permit Hub

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PROPERTY OWNER'S CONSENT TO FILE PERMIT APPLICATION

Applicant Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Applicant Name(s) & Title(s): _____

Project Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Project Description: _____

_____

☐ Check this box if the Project Applicant is also the Property Owner (Owner-Builder)

Property Owner Information and Approval

This section must be completed by the Property Owner.

Property Owner Name: _____

HOA Name (if applicable): _____

Project Address: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

Property Owner Acknowledgment

I certify, under penalty of making a false statement, that I am the property owner, or the property owner's representative authorized to sign this consent form to an application being filed with the City of Cerritos for the aforementioned project described at the aforementioned property address. I further acknowledge and agree to comply with all applicable provisions of the Cerritos Municipal Code.

Property Owner Signature: _____

Date: _____

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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 of 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

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HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

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HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

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