Cerritos Permit Hub

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

TEMPORARY USE 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:

- ☐ Site Plan showing the location and layout of production, including the location of all vehicle parking, equipment staging, and filming activities, etc.
- ☐ Property Owner Authorization and/or executed Location Agreement.
- ☐ Parking plan, including a traffic control plan, if needed.
- ☐ Proof of nonprofit, if applicable. Exemption letter must be active for at least three (3) years.
- ☐ Approval from the Los Angeles County Public Health Department (food vending).
- ☐ Approval from the Los Angeles County Fire Department (tent/canopy structures, large events).
- ☐ Approval from the City of Cerritos Planning and Building & Safety Division approvals and/or permits (permits for signage, tents, fencing, generators, etc., as applicable)

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 Temporary Use

Guidelines and Procedures

A City of Cerritos Temporary Use Permit (TUP) is required for any temporary use that would otherwise not be permitted under existing zoning and/or land use regulations of the Cerritos Municipal Code and General Plan. Temporary uses are deemed non-permanent exceptions to the primary use of a property for a provisional period, subject to compliance with the Cerritos Municipal Code and consideration by the City Manager and/or City Council, as applicable. The following are examples of temporary uses or events that require a TUP:

- Grand opening celebrations
- Outdoor displays
- Outdoor festivals or fairs
- Outdoor special events and sales (i.e. sidewalk and parking lot sales)
- Seasonal events
- Temporary parking
- Temporary storage containers or trailers
- Outdoor business events or luncheons

Please note: Temporary events cannot be held without a City of Cerritos-issued TUP. Events held without a valid TUP will be subject to Code Enforcement and/or Los Angeles County Sheriff action, including termination of the event.

Temporary Use Permit Application Process

1. Contact the City. Contact the Department of Community Development at (562) 916-1201 to discuss your proposed temporary use or event.

2. Submit your application. If the City determines that your use or event requires a TUP, submit a complete application for the City to review.

3. Refine your application. Work with the City to refine your application and submit all supplemental documents, as requested. The applicant will be provided with Conditions of Approval to review and sign.

4. Submit payment. Once an application is deemed complete, you will be required to pay a $293 application fee in-person or online.

5. City Manager Review. Upon receipt of payment, a complete application will be routed to the City Manager and/or deferred to the City Council for consideration.

6. City Approval. If approved by the City Manager, an approval letter will be provided to the applicant authorizing the temporary use or event.

Administrative Guidelines

Summary of Ordinance Provisions (22.20.450)

Temporary Use Permits may be granted by the City Manager for a period not to exceed six (6) months. Temporary Use Permit requests for projects and events that will last longer than six (6) months or may have potential significant impacts to the community must be approved by the City Council. If determined necessary by the City Manager, a public hearing may be held concerning the proposed temporary use. The proposed temporary use must have no detrimental impact on the community or other properties in the vicinity. Conditions of approval designed to uphold the provisions of the Cerritos Municipal Code may be imposed. All temporary uses will have a specific time limit for removal of the use and restoration of the subject property.

Temporary Use Permit - Application Requirements:

☐ **Site Plan:** All Temporary Use Permit applications must be accompanied by a site plan of the proposed use. This plan shall be drawn in a legible manner and to a reasonably accurate scale. The plan shall include the location of adjacent streets, relevant buildings or structures, parking and other details, which may be necessary to evaluate the proposed request. The plan shall also clearly indicate the location of equipment, materials or structures to be used in association with the temporary use. Failure to submit a site plan may result in time delays or denial of the application.

☐ **Outside Agency Permits/Approvals:** Certain events, such as those using tents/canopies or serving food, shall require approval from the Los Angeles County Fire Department, Health Department or other outside agencies. The applicant is responsible for contacting all appropriate agencies and submitting copies of all agency approvals to the City with the completed Temporary Use Permit application. Failure to submit these approvals may result in denial of the application.

☐ **Property Owner Approval:** Permit applicants that do not own the property where the temporary use will be held are required to obtain the written approval of the property owner or property manager. Said approval must be submitted to the City with the completed Temporary Use Permit application. Failure to submit this approval will result in denial of the application.

☐ **Application Fee:** A $293 Temporary Use Permit application fee will be required upon receipt of a complete application, including all supporting documentation.

☐ **Proof of Non-profit Status:** Non-profit agencies 501(c)(3) are eligible for a fee-waiver on their Temporary Use Permit Application. However, as this constitutes as a “gift of public funds”, proof of non-profit is required by way of an entity status letter from the IRS in order for the City to issue a no-fee Temporary Use Permit. Entity status letters are valid for three (3) years from date of issuance. An expired letter is not eligible for the fee-waiver.

The following additional documents may be required based on the scope of the event.

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☐ **Building Permits** may be required pursuant to Los Angeles County Building Code. Building permits must first be obtained prior to issuance of a Temporary Use Permit.

☐ **Los Angeles County approvals** may be required.

Temporary Use Permit - Use/Event Information:

Permitted Temporary Outdoor events/uses: The City's Temporary Use Program supports Cerritos-based business to allow for special events outdoors, which may be otherwise prohibited by the Cerritos Municipal Code. The following are outdoor events or uses that require a Temporary Use Permit.

Grand Opening Events: Each business with a physical location in the City of Cerritos is permitted one (1) grand opening celebration. This celebration must occur within 30 calendar days of the date on which the business first opens to the public. Exceptions may be made for re-grand openings involving corporate change of ownership, change of location or substantial remodeling of an existing location. These exceptions will be reviewed on a case-by-case basis by staff and a recommendation will be made accordingly to the City Manager.

Seasonal Events: Temporary Use Permits for outdoor pumpkin patches or Christmas tree lots will only be granted between October 1 and December 31 provided the applicant has obtained a City business license. In all cases applicants must comply with applicable Los Angeles County Fire Department regulations and obtain any necessary permits from the City's Building and Safety Division.

Outdoor Display and Sales: Temporary Use Permits may also be granted for special sale events, including the outdoor display or sale of merchandise. Approval of a Temporary Use Permit for this type of event, does not under any circumstances, include approval of related signs or banners. The maximum time permitted for such events is 21 days per month with an equivalent amount of "dark" time until the next event. Additionally, an applicant will be permitted a maximum of seven (7) such events within a calendar year.

Temporary Use Permit – Additional Event Equipment and/or Services:

Use of Public Address and Other Audio Equipment: Temporary Use Permits may be granted for outdoor events featuring live or amplified music. The proposed activity will be reviewed to determine if it may have any potential impact on adjacent businesses or residents. The Community Development Director will make volume level, speaker orientation and hours of operation recommendations to the City Manager. In addition, a similar review will be completed with regard to the potential need for on-site security or the use of Los Angeles County Sheriffs. Problems or complaints associated with past events will be considered when reviewing requests for new events and may constitute grounds for denial. Should the Sheriff's Department have to respond to the site for complaints related to excessive noise or other problems associated with the event, the applicant may be required to pay all applicable costs.

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Use of Tents and Canopies: Temporary Use Permits for outdoor sale events or other special promotions/events may include the use of tents and/or canopies. The location, size and material of all tents having an area in excess of 200 square feet or canopies in excess of 400 square feet must be approved by the Los Angeles County Fire Department prior to the submission of the Temporary Use Permit Application. No Temporary Use Permits for tents/canopies will be issued without said approval. All tents/canopies must be solid white in color. Further, all tents/canopies should be located so as not to damage existing on-site landscaping and/or asphalt paving, and cannot impede pedestrian and vehicular traffic circulation. The applicant will also be responsible for obtaining any required building permits if it is determined that such a permit is necessary. Outdoor tents will only be allowed a maximum of four (4) times a year. Inspections and approvals for the use of tents and canopies can be obtained by contacting the Los Angeles County Fire Inspector at the address below:

LA County Fire Inspector
19030 S. Pioneer Boulevard Cerritos, CA 90703
(562) 860-8014

Food/Vendor Services: For any event that will be serving food of any type, a permit is required from the Los Angeles County Department of Health Services. The Department of Health Services requires a permit to be filed for all events that will be serving food in order to insure that the food is properly handled, prepared and stored. The County requires a minimum of thirty (30) days to review and process these permits. Failure to obtain the required food handling and service permits will result in the City's denial of any component of a Temporary Use Permit application that includes food service. Food service permits can be obtained by contacting the Los Angeles County Health Services Department at the address below:

Los Angeles County Public Health Community Events Program
5050 Commerce Drive Baldwin Park, CA 91706
(626) 430-5320

Processing and Approval Information:

All Temporary Use Permits must be submitted a minimum of seven (7) business days in advance of the event. The City's acceptance of a Temporary Use Permit application, including receipt of funds, under no circumstances shall be construed as approval of the event. Large scale events may require additional processing time. Final approval for a Temporary Use Permit is not granted until the City has issued the applicant a copy of the permit signed by the City Manager (or designee), along with the associated conditions of approval and plot plan. Under no circumstances is an event allowed to proceed without written approval from the City.

The actual time approved for any given Temporary Use Permit is determined by the City Manager based upon staff recommendation regarding the impacts of the particular use, the location of the use, and past practices regarding similar events. However, administrative Temporary Use Permits may not exceed a period of six months.

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Conditions of Approval

All conditions of approval imposed by the City Manager on a temporary use are considered binding and will be enforced accordingly. Failure to comply with such conditions constitutes grounds for denial or revocation of the permit and immediate cessation of the event. Said conditions may be enforced by any City official, Code Enforcement staff, or the Cerritos Sheriff's Department.