Cerritos Permit Hub

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

PATIO STRUCTURE APPLICATION GUIDE

This application guide is for a new patio structure. To legalize an existing, unpermitted patio structure, please contact the Department of Community Development at (562) 916-1201.

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:
   - ☐ Plot plan of entire property drawn to scale showing all dimensions and setbacks of the patio (example on page 4).
   - ☐ Material specifications from the manufacturer are required for patios using non-conventional materials such as aluminum, steel and vinyl.
   - ☐ Roof plan showing roofing material and slopes is required for all patios.
   - ☐ Structural constructions plans are required for all patio structures. Color of paint or stain to be used on patio structures shall be noted on the plan.
   - ☐ Coverage calculations (page 5).
   - ☐ Property Owner's Consent to File Permit Application form (page 7).
   - ☐ Declaration Form (page 8).
     - If owner-builder, complete columns 1 and 3.
     - If contractor, complete columns 2 and 3.
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 9).

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 a Patio Structure

Implementation Standards

Cerritos Municipal Code 22.22.700(18) – Patio covers, patio enclosures and solariums. Patio covers, patio enclosures and solariums are intended for outdoor recreation and living purposes and are not to be used for storage or as a habitable room.

(a) Patios.

(i) Patios shall be restricted to rear and side yards.

(ii) Paved patio surfaces may extend to a side or rear property line on the condition that the surface remain at least six feet below the top of the existing property line wall or fence or no more than twelve inches higher than the existing grade, which ever is more restrictive.

(b) Patio Covers.

(i) Open lattice patio roofs and roof posts shall have a setback of at least five feet from the side and rear property line, block wall or fence whichever is closest.

(ii) Patio roofs may not cover more than forty percent (40%) of an RS-5000 side or rear yard or thirty-two percent (32%) of an RS-6500 side or rear yard. For solid roof or enclosed patio structures, the total building coverage for the entire lot (including the solid roof/enclosed patio coverage area) may not exceed forty-five percent (45%) of the lot area for an RS-5000 property or forty percent (40%) of the lot area for an RS-6500 property.

(iii) Solid patio covers roofed to match the existing residence shall have the correct pitch to meet City building code requirements. If the correct pitch cannot be met, the patio roof may be covered with hot mop and rock of a color which shall match the roof on the existing residence. A continuous facia board shall be required around the perimeter of the patio to screen the roofing.

(iv) Baked enamel aluminum patio roof structures are permitted; however, steel or other corrugated roofing materials are prohibited.

(v) Patio structures shall be painted or stained with a color that is compatible with the trim or stucco of the residence.

(vi) Freestanding gazebos, including gazebos over pools and spas, shall comply with the same standards as for patio covers.

(vii) All patio structures shall comply with City building code requirements.

(c) Patio Enclosures.

(i) All of the standards for patio covers in 22.22.700(18)(b) shall apply.

(ii) Patio enclosures shall have readily removable 0.125-inch maximum thickness plastic windows (and doors) or insect screening with thirty-inch maximum kneewalls; enclosure walls shall be a minimum of five feet from side and rear property lines; however, if the rear or side property abuts a street, the patio enclosure must be at least ten feet from the rear or side property line, wall or fence, whichever is closest;

(iii) The patio enclosure shall be attached to the main wall of the building and no structural changes shall be made to the main building.

(iv) Any second story deck which is enclosed shall be considered an addition and included as part of the total floor area.

(d) Solariums.

(i) The location, setback and lot coverage requirements for patio covers and patio enclosures shall be applicable for solariums.

(ii) The side panels shall be readily removable 0.125-inch maximum thickness plastic windows or insect screening with thirty-inch maximum kneewalls.

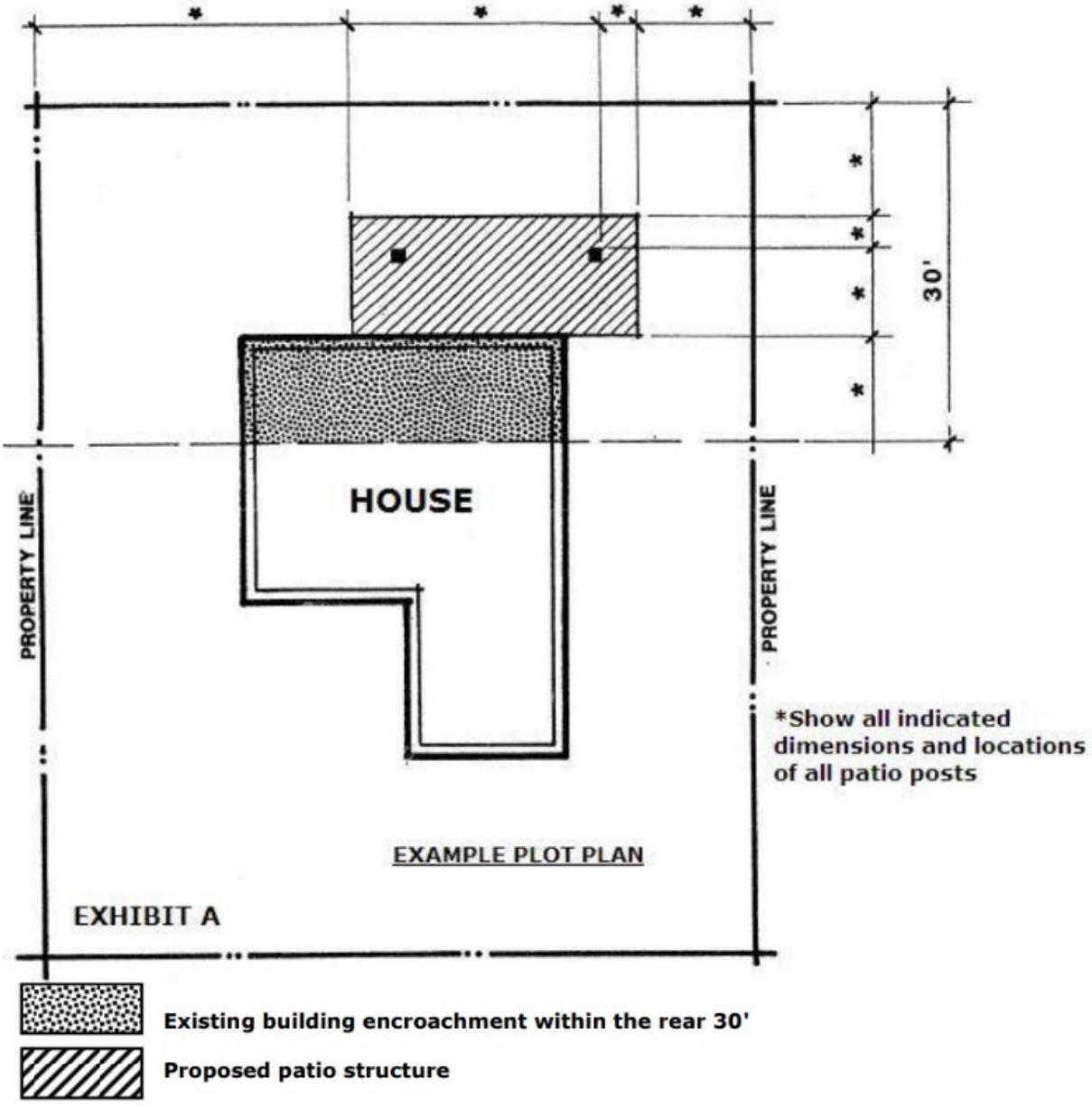
(iii) The straight slope portion of the roof shall be a minimum of .280-inch thick laminated glass and the curved portion shall be a minimum of 0.125-inch thickness. Alternate materials may be used in place of the glass providing the materials are approved by the Director of Community Development and comply with the City building code requirements.

(iv) Solariums shall meet the height, wind, and live load requirements of the building code for patio covers.

(v) The solarium shall be attached to a wall of the main building and no structural changes shall be made to the main building.

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Sample Plot Plan



NOTE: For solid roof or enclosed patio structures, the plot plan must also include dimensions of the house and the lot.

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Calculations

Patio Coverage Calculations

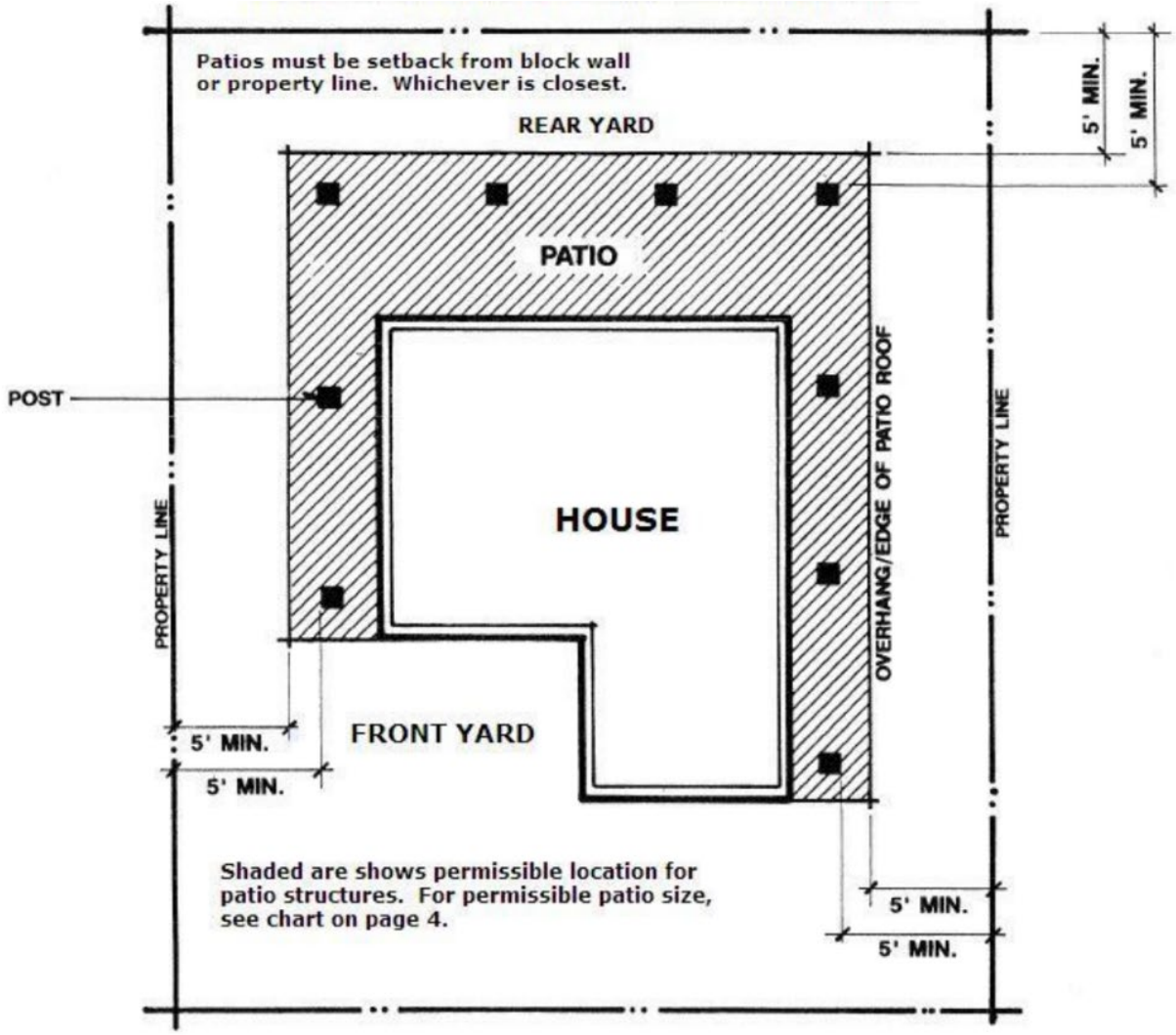
1. THE SQUARE FOOTAGE OF THE REAR 30 FEET OF THE LOT IS (THE WIDTH OF THE LOT X 30)	_____sq. ft.
2. THE SQUARE FOOTAGE OF ANY EXISTING BUILDING ENCROACHMENT INTO THE REAR 30 FEET OF THE LOT IS:	_____sq. ft.
3. SUBTRACT LINE 2 FROM 1: (THIS REPRESENTS THE OPEN SQUARE FOOTAGE OF THE EXISTING REAR YARD)	_____sq. ft.
4. INDICATE IF THE LOT IS ZONED RS-5000 OR RS-6500: IF THE LOT IS ZONED RS-5000, TAKE 40% OF LINE 3: IF THE LOT IS ZONED RS-6500, TAKE 32% OF LINE 3:	_____sq. ft.
5. THE SQUARE FOOTAGE OF THE PATIO STRUCTURE WITHIN THE REAR 30 FEET OF THE LOT IS: (LINE 5 MUST NOT BE LARGER THAN LINE 4).	_____sq. ft.

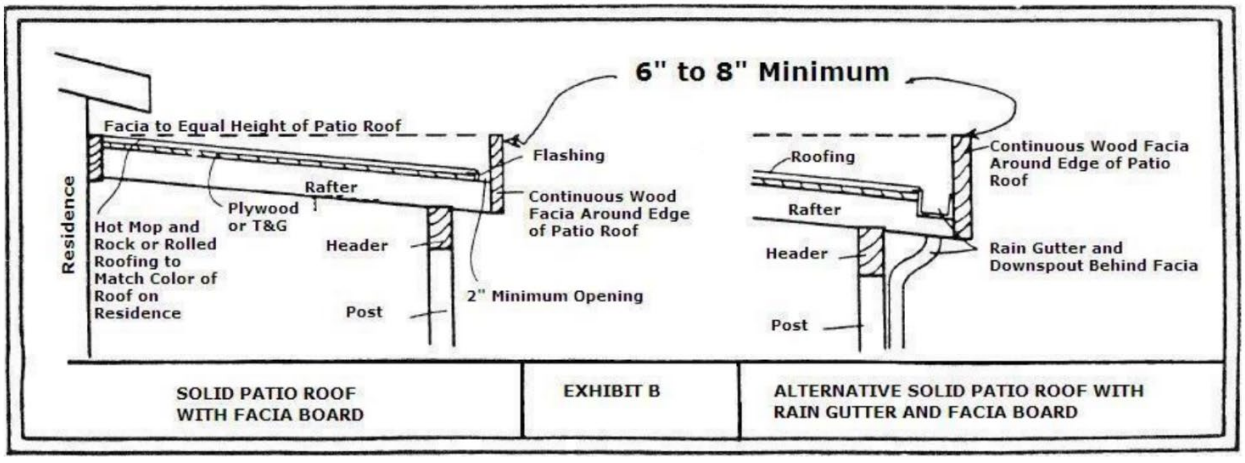
Building Coverage Calculations for Solid Roof or Enclosed Patio Structures Only

6. THE SQUARE FOOTAGE OF THE LOT IS:	_____sq. ft.
7. THE MAXIMUM BUILDING COVERAGE FOR THE LOT IS: IF THE LOT IS ZONED RS-5000, TAKE 45% OF LINE 6. IF THE LOT IS ZONED RS-6500, TAKE 40% OF LINE 6.	_____sq. ft.
8. THE SQUARE FOOTAGE OF THE FIRST FLOOR OF THE RESIDENCE (NOT INCLUDING THE GARAGE) IS:	_____sq. ft.
9. THE SQUARE FOOTAGE OF THE GARAGE IS:	_____sq. ft.
10. THE SQUARE FOOTAGE OF ANY OVERHANGS, PORCHES, AND BALCONIES GREATER THAN 30 INCHES IS:	_____sq. ft.
11. THE PROPOSED SQUARE FOOTAGE OF THE PATIO STRUCTURE (LINE 5) IS:	_____sq. ft.
12. THE TOTAL BUILDING COVERAGE FOR THE LOT (ADD LINES 8 THROUGH 11) IS: (LINE 12 MUST NOT BE LARGER THAN LINE 7.)	_____sq. ft.

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Permissible Patio Structure Locations





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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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