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

BOARDING HOUSE PERMIT APPLICATION GUIDE

A Boarding House Permit is required for all single-family residences in which a room or portion of the house is rented out to a boarder for a period of thirty-one (31) days or more. The permit application must be completed by all homeowners. Please note, the homeowner (boarding house operator) shall be required to reside in the subject residence while it is being utilized as a City-approved boarding house. Boarding houses that are not owner-occupied shall be prohibited. Please see page 3 of this application for all City boarding house regulations.

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:
   - ☐ Proof of homeownership: Valid California Driver's License with current address or valid California I.D. Card with current address (required for all homeowners). Upon submittal of the abovementioned items, City of Cerritos staff will also obtain a property title report from the Los Angeles County Recorder's Office to verify homeownership.
   - ☐ Proof of home occupancy: Utility bill postmarked within sixty (60) days (required for all homeowners).
   - ☐ Proof of homeowner's insurance.
   - ☐ Boarding House Compliance Agreement (page 2).
   - ☐ 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.

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

Boarding House Compliance

☐ The homeowner (boarding house operator) resides at the address and will continue to reside at this address during the entire tenure of the residential dwelling as a boarding house.

☐ A maximum of two (2) boarders under a single rental agreement is permitted in a given boarding house. Each boarder must reside in the boarding house for a minimum of thirty-one (31) days.

☐ Parking is provided on-site, meaning off-street, for all boarder vehicles listed above.

☐ At least two garage spaces are available in the single-family residence and used solely for the parking of motor vehicles.

☐ A maximum of two boarders may be permitted to occupy any owner-occupied boarding house.

☐ The homeowner (boarding house operator) has read and signed the Agreement on Page 2.

Primary Homeowner Signature: _____

Date: _____

Secondary Homeowner Signature: _____

Date: _____

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.

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

AGREEMENT – HOMEOWNER (BOARDING HOUSE OPERATOR)
BOARDING HOUSE PERMIT APPLICATION

The homeowner (boarding house operator) shall comply with all boarding house regulations, pursuant to City of Cerritos Municipal Code Section 20.30.137 and Section 22.40.250.

Section 20.30.137 "Definitions"

_____ (Initial) "Boarding house" means an owner-occupied, single-family residential dwelling, including any guesthouses, second units, and other accessory structures, wherein one or more rooms, with or without individual or group cooking facilities, are rented, licensed or otherwise provided in exchange for rent or other remuneration to an individual or individuals under separate written or oral rental leases, licenses or other agreements ("rental agreement") for a term of thirty-one consecutive calendar days or more.

Section 22.40.250 "Specific Uses – Boarding Houses"

Single-family residential dwellings in RS-5000, RS-6500, ADP-3, ADP-4, ADP-8, ADP-9, ADP-12, or future zones with densities less than or equal to densities in the aforesaid zones, may be used to run boarding houses only in accordance with the following:

_____ (Initial) (1) Definitions. Unless the context otherwise requires, words and phrases used in this section shall have the same meanings as when used in this code:

(a) A "boarding house" is defined as set forth in Section 20.30.137.

(b) A "boarder" is defined as either:

(i) An individual person who maintains a separate rental agreement as defined in Section 20.30.137 of this code, either written or oral, with the owner of a boarding house, for the purpose of renting and occupying a portion of said boarding house; or

(ii) An individual person who, under the same rental agreement of the boarder as defined in Section 22.40.250, subsection (1)(b)(i), lives with or otherwise occupies the premises rented, licensed or occupied by the primary boarder described in subsection (1)(b)(i) of this section.

(c) A "boarding unit" is defined as the portion of a boarding house that is rented to a boarder.

_____ (Initial) (2) Boarding House Permit and Inspections.

(a) The use of a single-family dwelling as a boarding house shall require a boarding house permit and shall be subject to review and approval by

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

the department of community development, if the specific criteria set forth in this section are satisfied.

(b) An inspection of the subject property shall be conducted before a boarding house permit is issued. Such an inspection shall ensure that the subject property is in compliance with all applicable municipal code requirements relating to property maintenance and fit for occupancy per the standards established in this code and all other applicable codes.

(c) All boarding houses shall have a business license issued by the city prior to operation. The business license shall be issued for the purpose of identifying the location and owner of each boarding house in the city.

(d) Boarding house owners shall be required to maintain homeowner's insurance and shall submit proof of homeowner's insurance to the department of community development as part of the boarding house permit application.

(e) A boarding house permit and business license must be renewed on an annual basis. Annual inspections of the boarding house by representatives of the city, as well as verification of homeowner's insurance, shall be required as a condition of the annual boarding house permit renewal.

_____ (Initial) (3) Maximum occupancy. A maximum of two boarders shall be permitted to occupy any given owner-occupied boarding house.

_____ (Initial) (4) Parking.

(a) No more than one parking space shall be provided on-site for each boarder who has a driver's license and who maintains a motor vehicle at the address of the boarding house. A given boarder shall maintain no more than one vehicle on-site at the address of the boarding house.

(b) A boarding house shall have at least two garage spaces available and used for the parking of motor vehicles.

(c) The garage of a boarding house shall remain free and clear of any permanent structures, including, but not limited to, walls, utility equipment and storage facilities, that preclude the parking of vehicles.

(d) An on-street semi-annual parking permit shall not be provided to any resident of a boarding house until it is verified through the inspection detailed in subsection (2) of this section that all available on-site parking spaces have been dedicated to and used solely for the parking of motor vehicles.

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

_____ (Initial) (5) Owner operation and occupancy.

(a) The owner of the single-family dwelling shall live on-site, in the dwelling unit, throughout the term of a renter or boarder's stay.

(b) Boarding houses that are not owner-occupied shall be prohibited.

(c) Only the owner of a single-family dwelling shall receive a permit to operate that single-family dwelling as a boarding house.

(d) The renter of an entire single-family dwelling shall not operate or receive a permit to operate a boarding house, nor shall any renter be permitted to rent and/or sublease any available or unoccupied room at the subject residence.

(e) The owner of a boarding house must submit a copy of the regulations detailed in this section to all boarders residing in the boarding house.

_____ (Initial) (6) Building safety. The boarding house shall conform with all applicable requirements established by building and safety codes adopted by the City of Cerritos in this code.

_____ (Initial) (7) Prohibition of garage conversion. In accordance with regulations established in other sections of this code, the garage of a boarding house shall not be reduced in size, demolished or converted and shall retain its primary use of vehicle parking as indicated in the code for the zone in which the boarding house is located.

_____ (Initial) (8) Indemnification and Insurance. Boarding house owners shall indemnify and hold harmless the city, its officers, officials, employees, agents and volunteers from and against all claims, damages, expenses, costs, including attorneys' fee, for bodily or personal injury, death or for property damages sustained as a result of operating a boarding house. Boarding house owners shall be required to maintain homeowner's insurance and provide proof of homeowner's insurance in accordance with subsection 22.40.250(2)(d) of this section.

I declare, under penalty of making a false statement, that I have read and understand the above statements and will completely abide by them.

Primary Homeowner Signature: _____

Date: _____

Secondary Homeowner Signature: _____

Date: _____

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.

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

BOARDING HOUSE REGULATIONS
COPY FOR BOARDER

The homeowner (boarding house operator) shall provide a copy of the following regulations to each boarder residing in a boarding house, pursuant to City of Cerritos Municipal Code Section 20.30.137 and Section 22.40.250.

Section 20.30.137 "Definitions"

"Boarding house" means an owner-occupied, single-family residential dwelling, including any guesthouses, second units, and other accessory structures, wherein one or more rooms, with or without individual or group cooking facilities, are rented, licensed or otherwise provided in exchange for rent or other remuneration to an individual or individuals under separate written or oral rental leases, licenses or other agreements ("rental agreement") for a term of thirty-one consecutive calendar days or more.

Section 22.40.250 "Specific Uses – Boarding Houses"

Single-family residential dwellings in RS-5000, RS-6500, ADP-3, ADP-4, ADP-8, ADP-9, ADP-12, or future zones with densities less than or equal to densities in the aforesaid zones, may be used to run boarding houses only in accordance with the following:

(1) Definitions. Unless the context otherwise requires, words and phrases used in this section shall have the same meanings as when used in this code:

- (a) A "boarding house" is defined as set forth in Section 20.30.137.
- (b) A "boarder" is defined as either:
  - (i) An individual person who maintains a separate rental agreement as defined in Section 20.30.137 of this code, either written or oral, with the owner of a boarding house, for the purpose of renting and occupying a portion of said boarding house; or
  - (ii) An individual person who, under the same rental agreement of the boarder as defined in Section 22.40.250, subsection (1)(b)(i), lives with or otherwise occupies the premises rented, licensed or occupied by the primary boarder described in subsection (1)(b)(i) of this section.
- (c) A "boarding unit" is defined as the portion of a boarding house that is rented to a boarder.

(2) Boarding House Permit and Inspections.

(a) The use of a single-family dwelling as a boarding house shall require a boarding house permit and shall be subject to review and approval by the department of community development, if the specific criteria set forth in this section are satisfied.

(b) An inspection of the subject property shall be conducted before a boarding house permit is issued. Such an inspection shall ensure that the subject property is in compliance with all applicable municipal code requirements relating to property maintenance and fit for occupancy per the standards established in this code and all other applicable codes.

(c) All boarding houses shall have a business license issued by the city prior to operation. The business license shall be issued for the purpose of identifying the location and owner of each boarding house in the city.

(d) Boarding house owners shall be required to maintain homeowner's insurance and shall submit proof of homeowner's insurance to the department of community development as part of the boarding house permit application.

(e) A boarding house permit and business license must be renewed on an annual basis. Annual inspections of the boarding house by representatives of the city, as well as verification of homeowner's insurance, shall be required as a condition of the annual boarding house permit renewal.

(3) Maximum occupancy. A maximum of two boarders shall be permitted to occupy any given owner-occupied boarding house.

(4) Parking.

(a) No more than one parking space shall be provided on-site for each boarder who has a driver's license and who maintains a motor vehicle at the address of the boarding house. A given boarder shall maintain no more than one vehicle on-site at the address of the boarding house.

(b) A boarding house shall have at least two garage spaces available and used for the parking of motor vehicles.

(c) The garage of a boarding house shall remain free and clear of any permanent structures, including, but not limited to, walls, utility equipment and storage facilities, that preclude the parking of vehicles.

(d) An on-street semi-annual parking permit shall not be provided to any resident of a boarding house until it is verified through the inspection detailed in subsection (2) of this section that all available on-site parking spaces have been dedicated to and used solely for the parking of motor vehicles.

(5) Owner operation and occupancy.

(a) The owner of the single-family dwelling shall live on-site, in the dwelling unit, throughout the term of a renter or boarder's stay.

(b) Boarding houses that are not owner-occupied shall be prohibited.

(c) Only the owner of a single-family dwelling shall receive a permit to operate that single-family dwelling as a boarding house.

(d) The renter of an entire single-family dwelling shall not operate or receive a permit to operate a boarding house, nor shall any renter be permitted to rent and/or sublease any available or unoccupied room at the subject residence.

(e) The owner of a boarding house must submit a copy of the regulations detailed in this section to all boarders residing in the boarding house.

(6) Building safety. The boarding house shall conform with all applicable requirements established by building and safety codes adopted by the City of Cerritos in this code.

(7) Prohibition of garage conversion. In accordance with regulations established in other sections of this code, the garage of a boarding house shall not be reduced in size, demolished or converted and shall retain its primary use of vehicle parking as indicated in the code for the zone in which the boarding house is located.

(8) Indemnification and Insurance. Boarding house owners shall indemnify and hold harmless the city, its officers, officials, employees, agents and volunteers from and against all claims, damages, expenses, costs, including attorneys' fee, for bodily or personal injury, death or for property damages sustained as a result of operating a boarding house. Boarding house owners shall be required to maintain homeowner's insurance and provide proof of homeowner's insurance in accordance with subsection 20.40.250(2)(d) of this section.

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

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: _____

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.

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

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: _____

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.