Cerritos Permit Hub

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

WINDOW 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.
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 4).

All attachments must be uploaded as PDF documents.

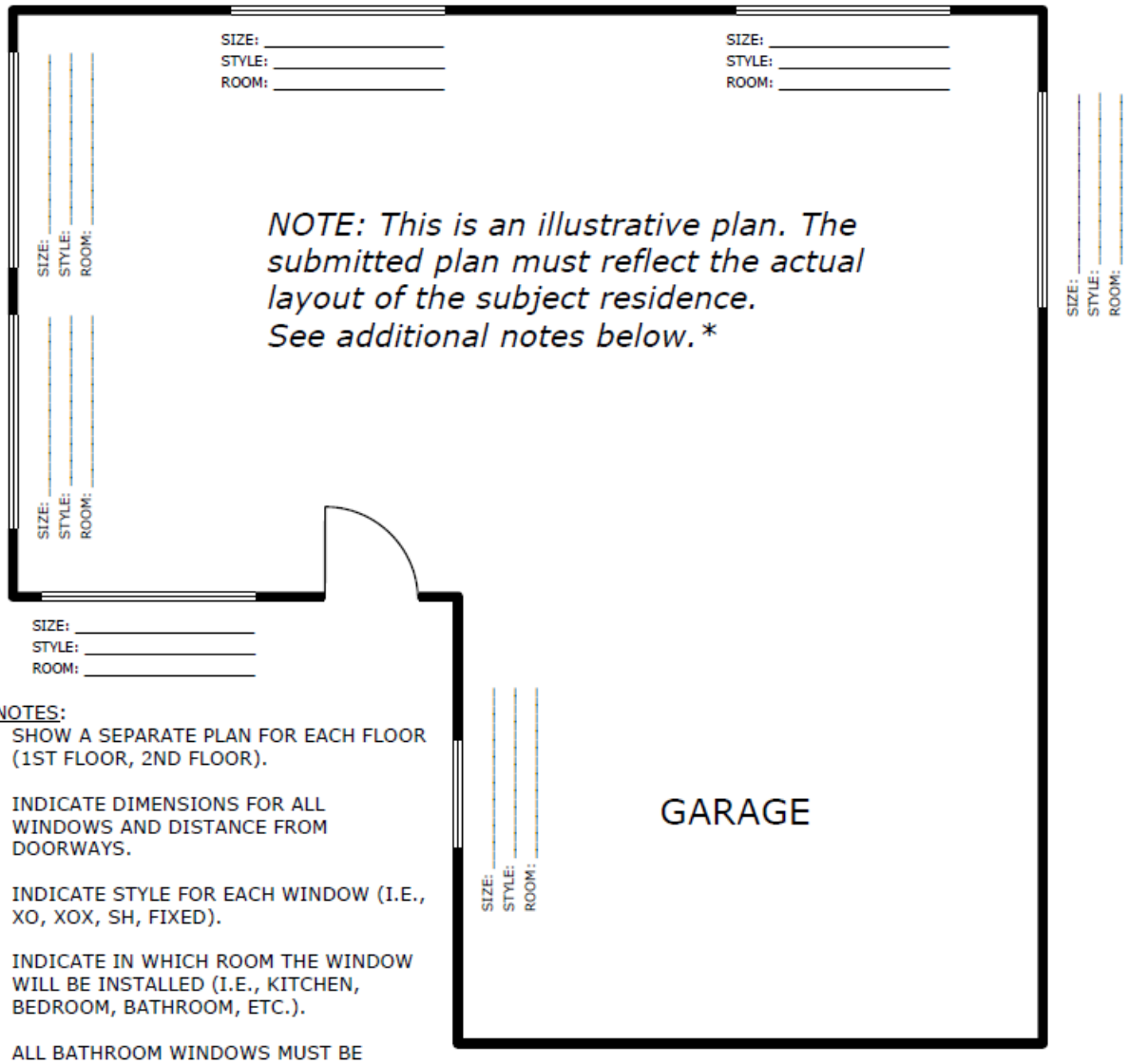
The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

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

Example Window Plan



*NOTES:

1. SHOW A SEPARATE PLAN FOR EACH FLOOR (1ST FLOOR, 2ND FLOOR).
2. INDICATE DIMENSIONS FOR ALL WINDOWS AND DISTANCE FROM DOORWAYS.
3. INDICATE STYLE FOR EACH WINDOW (I.E., XO, XOX, SH, FIXED).
4. INDICATE IN WHICH ROOM THE WINDOW WILL BE INSTALLED (I.E., KITCHEN, BEDROOM, BATHROOM, ETC.).
5. ALL BATHROOM WINDOWS MUST BE OBSCURED.
6. ALL GARAGE WINDOWS MUST BE OBSCURED. ALL GARAGE WINDOWS VISIBLE FROM THE STREET MUST ALSO BE FIXED.
7. ALL WINDOWS MUST MATCH IN COLOR, MATERIAL, AND STYLE (I.E., WITH GRID OR WITHOUT GRID) ON EACH ELEVATION.
8. ALL GLAZINGS MUST HAVE A U-FACTOR OF 0.30 OR LESS AND A SOLAR HEAT GAIN COEFFICIENT (SHGC) OF 0.23 OR LESS.

OWNER NAME(S): JOHN AND JANE HOMEOWNER
ADDRESS: 18125 PLANNING PLACE
CERRITOS, CA 90703

9. NOTICE TO HOMEOWNERS/CONTRACTORS: PLEASE READ PAGE 2 REGARDING BUILDING AND SAFETY REQUIREMENTS. PLEASE NOTE THAT ALL EXISTING NON-CONFORMING EMERGENCY EGRESS WINDOWS IN BEDROOM(S) MUST BE BROUGHT INTO CONFORMANCE UPON ANY WINDOW RETROFIT, REPLACEMENT OR MODIFICATION. IN ADDITION, ALL PROJECTS WILL BE INSPECTED INSIDE THE RESIDENCE TO VERIFY THAT EACH BEDROOM HAS A FUNCTIONING SMOKE ALARM AND CARBON MONOXIDE MONITOR/ALARM DETECTOR.

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

Code Requirements for Windows

Tempered Glass Is Required for:

- Any window less than 18 inches in height from a walking surface.
- Any window less than 24 inches of any door.
- Any window over a bathtub or shower less than 5 feet from the
- floor of the shower or bathtub.
- Any window within 40” of a locking device.

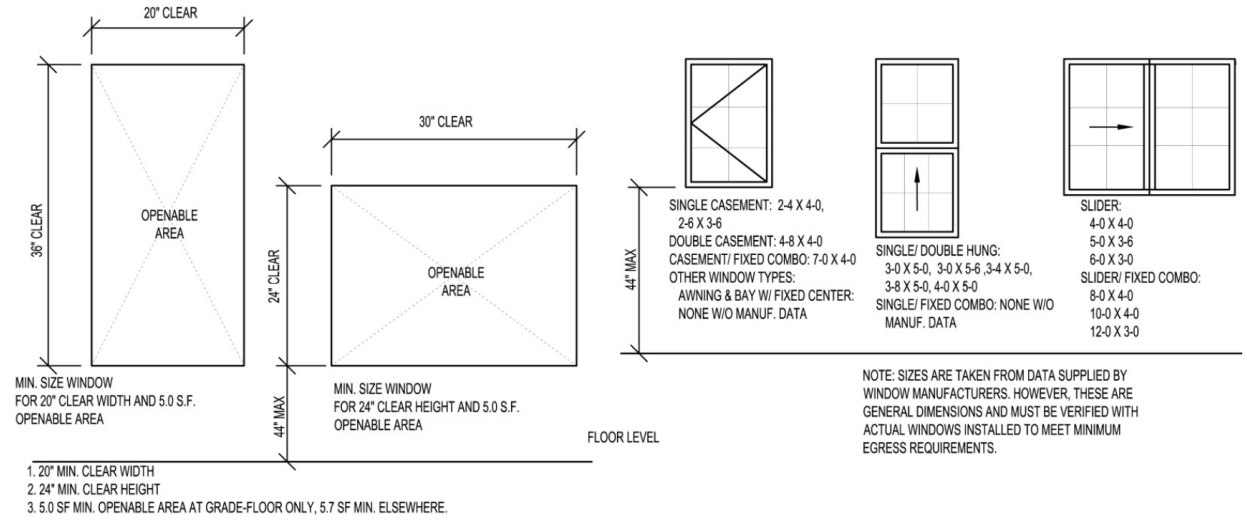
(2014 County of Los Angeles Building Code)

Egress Requirements for Windows in Bedrooms:

The window shall have a:

- Minimum net clear openable area of 5.0 sq. ft. at grade-floor, and
- Minimum net clear openable area of 5.7 sq. ft. elsewhere, and
- Minimum net clear openable width of 20”, and
- Minimum net clear openable height of 24”, and
- Bottom of the clear opening not greater than 44”.

(2014 County of Los Angeles Residential Code, Section R310)



EMERGENCY ESCAPE/ RESCUE OPENING (R310)

Cerritos Permit Hub

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.