Cerritos Permit Hub

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

# ROOM ADDITION APPLICATION GUIDE
## (LESS THAN 900 SQUARE FEET)

## 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.
     - Existing and Proposed Site Plans. The Site Plan must include the Statistics Chart (page 4).
     - Existing and Proposed Floor Plans.
     - Existing and Proposed Roof Plans. The roof pitch should be labeled.
     - Existing and Proposed Elevations.
   - ☐ Lot Coverage/ Rear Coverage Calculation Form (page 5).
   - ☐ Property Owner's Consent to File Permit Application form (page 8).
   - ☐ Declaration Form (page 9).
     - If owner-builder, complete columns 1 and 3.
     - If contractor, complete columns 2 and 3.
   - ☐ For a total re-roof, a separate roofing permit must be obtained concurrently.
   - ☐ For second-floor additions only, an Adjacent Neighbor Window Plan is required.
   - ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 10).

*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

# City of Cerritos Requirements for Room Addition (Less than 900 Square Feet)

## Required Information

Prior to submitting, begin by using the Residential Design Manual and its design checklist when preparing initial plans. The Residential Design Manual is available on the City of Cerritos website at: https://www.cerritos.gov/media/lnvlo5ek/residential-design-manual.pdf

### Plan Requirements

1. The plot plan shall be drawn to scale showing all dimensions of the lot, all dimensions of the existing residence, and the proposed room addition (a roof plan shall not be accepted as a plot plan). The plot plan shall include all existing improvements on the property, for example, covered patios, swimming pools, spas, solar panels, skylights, chimneys, air conditioning units, driveways, block walls, and gates (including heights). In addition, the plot plan shall include the sidewalk, parkway, and street immediately fronting the property. All building setbacks shall be clearly indicated.

2. The floor plans shall be drawn to scale showing the existing structure and the proposed addition. The structural elements of the proposed addition shall be shown darker than those of the existing structure. All new areas shall be shown by hatching or the use of shading film. All floor plans shall be complete and show locations of all doors and windows. All dimensions must be shown.

3. Exterior elevations shall be drawn to scale showing the entire exterior wall of the existing residence and the proposed room addition. All elevation sides which are affected by the addition must be shown. Indicate any proposed architectural features, type of roofing, wood trim treatment and finish materials.

4. For all second floor room additions, submit:

    a. A plot plan map showing the approximate location of residences on abutting lots. Indicate on the plan if the homes are on one or two-story. Show existing window locations on the 1st and 2nd floors of the proposed addition and on the facades of the adjacent homes that the addition may impact. All windows must be staggered to avoid intrusion of privacy on any other homes.
    b. The property owner/developer shall be required to incorporate enhanced architectural detailing on all building elevations. Architectural detailing may include, but shall not be limited to, the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development.

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

5. Prior to submitting room addition plans for City Planning review, please verify that the proposed building Setbacks, Lot Coverage and Floor Area Ratio (F.A.R) meet the Cerritos Municipal Code requirements. See setback and lot coverage worksheet included in this application. The maximum Floor Area Ratio (F.A.R) allowed in the RS-5000 and RS-6500 Single-Family Residential zone is 0.70.

6. After plans have been approved by the Community Development Department, City staff will mail letters to the adjacent property owners allowing them 10 calendar days to comment on the drawings. No permits will be issued during this 10-day period.

7. No more than one (1) portable toilet shall be permitted on-site during demolition and/or construction, and said toilet shall be strategically placed and oriented in a manner to effectively minimize aesthetic and visual impacts to surrounding residences.

8. In order to insure that the intent and purpose of Section 22.22.700, Subsection 27, of the RS-Single Family Zone ordinance is maintained, it shall be the policy of the Cerritos Planning Commission that applications for residential structure additions and modifications whose gross floor area calculations are within ten (10) percent of the 900 square foot limit, may require a precise plan and approval by the Planning Commission, subject to the discretion of the Director of Community Development.

Cerritos Permit Hub

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

# STATISTICS CHART

| | |
|---|---|
| **Zoning** | RS- |
| **Property Area** | sq. ft. |
| **Existing** | |
| First floor | sq. ft. |
| Second floor | sq. ft. |
| Garage (__-car) | sq. ft. |
| **Total** | sq. ft. |
| **Proposed** | |
| First-floor addition | sq. ft. |
| Second-floor addition | sq. ft. |
| Garage (__-car) addition | sq. ft. |
| **Total** | sq. ft. |
| **Resulting Project** | |
| First floor | sq. ft. |
| Second floor | sq. ft. |
| Garage (__-car) | sq. ft. |
| **Total Floor Area** (with garage) | sq. ft. |
| **Total Floor Area** (without garage) | sq. ft. |
| **Overhangs Over 30"** | sq. ft. |
| **Building Coverage**<br>(First Floor + Garage + Overhangs) ÷ Property Area x 100<br>*(RS-5000: 45% max. allowed; RS-6500: 40% max. allowed)* | % |
| **Floor Area Ratio**<br>Total Floor Area *with* Garage ÷ Property Area<br>*(0.70 maximum allowed)* | |
| **Rear Yard Open Space**<br>*(20% minimum required)* | sq. ft.<br>(___% of property area) |
| **Front Yard Area** | |
| Existing Front Yard Area | sq. ft. |
| Existing Front Yard Landscaping | sq. ft. |
| Proposed Front Yard Area | sq. ft. |
| Proposed landscaping<br>*(40% minimum required)* | sq. ft.<br>(___% of proposed front yard area) |

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

# Lot Coverage Calculation Form

- Ten (10) foot  minimum setback from rear property line, block wall or fence, whichever is closest, for one or two-story room additions not abutting an arterial highway.
- Ten (10) foot minimum setback from rear property line, block wall or fence, whichever is closest, for a one-story room addition abutting an arterial highway.
- Twenty (20) foot minimum setback from rear property line, block wall or fence, whichever is closest, for a two-story room addition abutting an arterial highway.
- For lots zoned RS-5000 and RS-6500Next to the , side yard setbacks shall be five (5) feet minimum from the wall or property line, whichever is closer.
- A one-story room addition shall have a minimum ten (10) foot setback and a two-story room addition shall have a minimum fifteen (15) foot setback from the wall or property line, whichever is closer, for a side yard abutting a street.
  Check with the Department of Community Development, for front yard setback requirements.
- Within the rear thirty (30) feet of the lot, there shall be a minimum rear yard area of twenty percent (20%) total lot area.
- The maximum allowable lot coverage for property zoned RS-5000 shall be forty-five percent (45%) of the total lot area, and forty percent (40%) of the total lot area for property zoned RS-6500.

## LOT COVERAGE CALCULATION

| | | |
|---|---|---|
| 1. | The total square footage of the lot: | |
| 2. | Indicate if the lot is zoned rs-5000 or rs-6500:<br>• If the lot is zoned rs-5000, take 45% of #1:<br>• If the lot is zoned rs-6500, take 40% of #1: | |
| 3. | The square footage of the first floor including the garage and any overhangs over 30” is:<br><br>(#3 must be less than #2) | EXISTING<br>ADDITION<br>TOTAL |
| **Rear Yard Coverage Calculation** | | |
| 4. | Twenty percent (20%) of the square footage of the lot is: | |
| 5. | Calculate the square footage of the rear yard. Thirty feet (30’-0”) of the lot multiplied by the full width of the lot is: | |
| 6. | The square footage of any building encroachment into the rear (thirty feet 30’-0” x full width of lot is: | EXISTING<br>ADDITION<br>TOTAL |
| 7. | Subtract #6 from #5 = [open space in rear thirty feet (30’-0”) of the lot]<br>(#7 must be greater than #4) | |

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

# Building Plans and Specifications

## Plan or Elevation Views

Plan views may be consolidated to fewer plans and general information and specifications called out on plans, sections and elevations may eliminate the need for separate tabling.

1. Plot plan – lot dimensions, least right angle (or radial) distance from the property line to proposed structure, distance between other structures on the same lot, north arrow, adjacent street name(s);
2. Floor plan – room(s) use, window and door sizes and types, ceiling and bracing (to resist wind/seismic forces);
3. Foundation plan – concrete slab extent, thickness and reinforcement (if any), footing sections, anchor bolt size and spacing;
4. Roof plan – rafter size spacing and direction, pitch (slope) of roof, eave overhang dimension, type of roof cover;
5. Exterior elevations – one from each cardinal direction indicating exterior sheathing (finish), window and door placement and trim, roof configuration; Within said plans the applicant shall incorporate design elements in order to satisfy the following condition of approval:

   Enhanced Architectural Detailing: For all new two-story room additions the property owner/developer shall be required to incorporate enhanced architectural detailing on all building elevations. Architectural detailing may include, but shall not be limited to, the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development. Cross-sections – typical full height section indicating top plate height, ceiling/floor joists, roof and floor deck material, interior finish material, batt insulation R-value and location in walls, and roof/ceiling; special detail sections such as structural connection, stairway run and rise, framing.

## Specifications and materials

1. Framing, lumber, species and grade
2. Plywood type, grade thickness, span index numbers and nailing schedule
3. Concrete strength (200 PSI at 28 days maximum)
4. Concrete reinforcement size, standard and grade
5. Roof cover and necessary underlayment
6. Exterior and interior finish materials

## General Information

1. Owner’s name
2. Designers name
3. Job address
4. Security requirements for exterior doors and windows
5. Insulation and weatherstripping
6. Structural calculations (if required)

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

# ARCHITECTURAL GUIDELINES

1. Existing Violations. No approvals for building permits will be issued on any residential lot where there are code violations, or structures built with no building permits. Approvals for building permits will be issued when the property owner corrects all existing violations.

2. Roof Scape. In designing the roof of any residential unit, the lines of the new addition must blend architecturally and be in harmony with existing roof lines.

3. Roof Material. The provisions of the re-roofing ordinance shall apply. Under no circumstances will a residential addition be roofed with a different material than the existing. The entire roof area must be surfaced with one material, except in cases where limited flat area exists within the roof. Flat areas shall only be allowed within the roof of the second floor and shall be visible from adjacent land uses.

4. Design of Exteriors. The design of the exterior facades must be carefully addressed. In case of second floor additions, the property owner/developer shall be required to incorporate enhanced architectural detailing on all building elevations. Said detailing may include but shall not be limited to the use of enhanced building materials such as stone, brick and wood siding, as well as raised stucco, banding/window trim and decorative shutters. In addition, the incorporation of building projections and offsets along the subject building elevation may also be used to assist in creating visual interest and depth. The design, materials and treatments to be applied to the building elevation shall be subject to the review and approval of the Department of Community Development.

5. Colors. Homeowners must obtain written approvals from the Department of Community Development prior to re-painting the house. The approved color at the time the house was built must be maintained and if the owner desires to make a change, the new color scheme must be first approved by the Department of Community Development. The approval applies for all colors of stucco, wood stains, as well as any other material to be included in the design of the exterior facades.

6. Noise Mitigation. Noise mitigation measures shall be applied especially in those cases where the house is in proximity to a freeway or an arterial street. Mitigation measures shall include special heavy double-glazed windows and wall insulations to ensure that the interior noise environment will not exceed 45 dBa when all openings are in a closed position. Central air-conditioning units shall be required in 2-story additions for subject lots.

Cerritos Permit Hub

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

# 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: _____

*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.*

| 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

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.*