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

RESIDENTIAL ANTENNA APPLICATION GUIDE

The term "antenna" as used herein means any system of wires, poles, rods, reflecting satellite discs or similar devices used for the transmission or reception of electromagnetic waves, where the system is external to any building. Antennas shall include devices having active elements extending in any direction and directional beam-type arrays having elements carried by and disposed from a generally horizontal boom which may be mounted upon and rotated through a vertical mast or tower interconnecting the boom and antenna support, all of which elements are deemed to be a part of the antenna.

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.

1) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:
   - ☐ Plot Plan (See page 2 for instructions on preparation of a plot plan and setback requirements).
   - ☐ Manufacturer Specifications, if applicable, shall be submitted with the application. For custom antennas, all engineering data and calculations shall be submitted with the construction drawings.
   - ☐ Elevation plans showing the elevation of a satellite dish.
   - ☐ Property Owner’s Consent to File Permit Application form (page 3).
   - ☐ Foundation plans or roof plans signed by a civil engineer or an architect and appropriate calculations showing the method of supporting the antenna for both vertical and lateral loads.
   - ☐ If the property is located in a homeowners’ association (HOA), an HOA Approval Form is required to be completed (page 4).
   - ☐ Additional materials may be required to ensure compliance with the Municipal Code and/or Building Code.

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.

2) 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 Antenna Requirements

Dish antennas exceeding twenty-four (24) inches in diameter shall not be permitted on the roof. Screening devices (landscaping or structures) may be required if parts of the dish antenna are visible from adjacent properties or public right-of-way. Building permits are required for any disc antenna over fifteen (15) feet in overall height. However, the Department of Community Development must approve all antennas, of any height.

Setback

1) From the Rear Property Line: The minimum setback requirement from the rear property line is ten (10) feet which is measured from the pole. This requirement is specified in the specific uses chapter of the Cerritos Development Code, Section 22.40.910.

2) From the Side Property Line: The minimum setback requirement from the side property line is five (5) feet, except for corner lots, where side yard setbacks are at least ten (10) feet, this measurement is also taken from the pole. This requirement is specified in the specific uses chapter of the Cerritos Development Code, Section 22.40.910.

Plot Plan

The following information is required to be included on a plot plan.

☐ Scale.
☐ North arrow.
☐ Title block showing the address of subject property, name and address of property owner, architect, engineer, and/or developer, and date.
☐ All boundary lines of subject property fully dimensioned, showing the name and location of abutting streets.
☐ The location and dimensions of existing public or private easements on the property.
☐ The location and dimension of all required setbacks.
☐ The locations of all existing buildings and structures. Full dimensions showing the locations of these buildings within the property lines. For existing buildings and structures, outlines showing roof plans are acceptable.
☐ For the antenna, all dimensions from property lines and buildings shall be shown.
☐ The location of the antenna and required screening must be specified.

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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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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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