



Frequently Asked Questions

1. When was the Master Fee Schedule last updated?

The Master Fee Schedule was established in 1973, and the existing Community Development fees have not been updated since that time. New fees have been incorporated into the Master Fee Schedule as they have been adopted by resolution of the Cerritos City Council. However, the existing fees have not been reviewed or increased since their adoption in 1973. The new Master Fee Schedule will be effective on July 1, 2017, in accordance with Cerritos City Council Resolution 2017-4.

2. Why are the fees increasing?

The new fees and fee increases were adopted by the Cerritos City Council by way of City Council Resolution 2017-4 on February 23, 2017 in an effort to recover and off-set the administrative costs of providing planning services currently being subsidized by the City's General Fund.

3. Which fees will affect the Business License payment?

Effective July 1, 2017, several new fee types have been added to the Master Fee Schedule. In addition to the existing business license tax and State of California Disability Access and Education Fee, newly added fee categories include a City Software Upgrade Fee and an Occupancy Permit Processing Fee. The changes to the Master Fee Schedule also include increases to existing Planning, Building & Safety, and miscellaneous Public Works fees.

The fee increases will impact all Cerritos businesses including contractors and out-of-town services performing work in Cerritos.

4. Will the existing business license tax be affected?

The existing business license tax will be subject to an annual CPI increase of 2.7% effective July 1, 2017. This annual increase is set forth in Chapter 5.04 of the Cerritos Municipal Code.

5. What is the City Software Upgrade Fee?

The City Software Upgrade Fee will be charged in connection with all new and renewed business licenses. This fee will be applied toward the cost of upgrading the City's business license computer software system with the goal of providing improved customer service including, but not limited to, online payment and processing of applications. The fee ranges from \$2.00 to \$20.00 depending on the type of business license.

6. What is the Occupancy Permit Processing Fee?

The Occupancy Permit Processing Fee will be charged in connection with all new in-town commercial and industrial business licenses. As set forth in Chapter 23.15 of the Cerritos Municipal Code, this fee recovers and off-sets the administrative costs of reviewing and processing commercial and industrial tenant occupancy permit applications together with new business license applications. Administrative review includes on-site inspections and review of application materials to verify compliance with zoning requirements. The fee is \$281.00 for new in-town commercial and industrial businesses or existing in-town businesses that move to a new location within Cerritos. The fee is not charged for renewed business licenses for existing businesses holding a current City of Cerritos business license within the same location.

7. What is the State of California Disability Access and Education Fee?

The State of California Disability Access and Education Fee is a \$4.00 fee charged in connection with all new and renewed business licenses. This fee is required under SB 1186 (2012) and AB 1379 (2017). The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements and develop educational resources for businesses in order to facilitate compliance with federal and state disability laws. Please visit the following web page for notices provided by the City of Cerritos as required under SB 1186 and AB 1379: cerritos.us/BUSINESSES/business_licenses/state_surcharge.php

8. Where can I obtain a copy of the new Master Fee Schedule?

A copy of the new Master Fee Schedule can be obtained from the Department of Community Development public counter, and is available for viewing at cerritos.us/planningfees.

For more information, please contact the Department of Community Development at (562) 916-1201.