

# FILING PROCEDURE

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Submit your application form and the information mentioned below to the City of Cerritos Business License Division. You will be informed either by mail or phone with the result. Acceptance of your application by the Business License Division does not imply approval of your application.

**Your application *must* be accompanied by a plot plan, floor plan, Statement of Use form, Agreement form, Occupancy Permit and Fire Department Questionnaire. Applications missing any of these items will not be accepted.**

## PLOT PLAN (Maximum size 11" x 17")

Your plot plan usually can be obtained from your landlord or property management company. It should include

- ... an arrow indicating which direction is north.
- ... the location of existing buildings and structures.
- ... a layout of the parking lot indicating the number of parking spaces for your business.
- ... the trash enclosure locations.
- ... landscaped areas.

## FLOOR PLAN (Maximum size 11" x 17")

Your floor plan should show

- ... where exits are located.
- ... the location and square footage of offices, restrooms, warehouse, etc. Be sure to label each area.
- ... the location of any equipment or machinery to be installed.
- ... where hazardous chemicals or materials will be used and stored.

A floor plan of the floor your business will be located on must be submitted if your business is in a multi-story building. Please indicate the floor number and draw an outline of your office space on the plan. A reduced copy of the original blueprint usually can be obtained from your landlord or property management company.

## STATEMENT OF USE

To insure the health and welfare of the community, the City must be fully informed of the nature of your business. Please complete all items on the attached Statement of Use form. You may attach additional sheets if more space is needed.

## AGREEMENT

Your signature on the attached Agreement form establishes the fact that you accept and agree to adhere to all conditions, regulations and ordinances applicable to operating your business in the City of Cerritos.

## TENANT IMPROVEMENTS

The Community Development Department shall review and approve all tenant improvements prior to issuing any required building permits. The Community Development Department shall review and approve any sign prior to issuing any required building permits.

## OCCUPANCY PERMIT

A Commercial/Industrial Tenant Occupancy Permit is required of all commercial and industrial businesses in the City of Cerritos, as stipulated in Chapter 23.15 of the Cerritos Municipal Code. Applicants must complete all sections of the application, initial all seven (7) statements of understanding, and provide the applicant's signature.

## FIRE DEPARTMENT QUESTIONNAIRE

The Los Angeles County Fire Department has asked all business license applicants to fill out the enclosed questionnaire which will be forwarded to the City's designated Fire Inspector for review and inspection.

## WASTE COLLECTION

In accordance with the City of Cerritos solid waste refuse franchise, commercial or industrial solid waste collection services must be obtained from our exclusive franchise contractor. Failure to comply may lead to revocation of your business license. For service information, contact City Hall, (562) 916-1226.

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