



## BUSINESS LICENSE INTERIM ELECTRONIC SUBMITTAL PROCEDURE

**UPDATED 3/16/2020**

In an effort to reduce public health risks and limit visits to City Hall, the Department of Community Development is working to set up an online portal for the submittal of business license applications. In the interim, the Department has taken immediate measures to accept business license applications via email.

Please follow these instructions.

1. Depending on your business activity, you will need one of the following: commercial business license, contractor business license, or home occupation business license. Download the business license application for your type of business from one of the following pages on the City of Cerritos website:

Commercial business license (for a "brick-and-mortar" business located in Cerritos):

[http://www.cerritos.us/BUSINESSES/business\\_licenses/commercial\\_business\\_license.php](http://www.cerritos.us/BUSINESSES/business_licenses/commercial_business_license.php)

Contractor business license (for work on a construction project in Cerritos):

[http://www.cerritos.us/BUSINESSES/business\\_licenses/contractor\\_business\\_license.php](http://www.cerritos.us/BUSINESSES/business_licenses/contractor_business_license.php)

Home occupation business license (for a business based in a Cerritos residence):

[http://www.cerritos.us/BUSINESSES/business\\_licenses/home\\_occupation\\_business\\_license.php](http://www.cerritos.us/BUSINESSES/business_licenses/home_occupation_business_license.php)

If you are not sure which application applies to your business, please call the Business License Office at (562) 916-1236.

2. The business license application contains multiple pages. Please be sure to download **all** pages of all PDF files in the application for your type of business. Please note: applications must be signed where noted, but the City will accept a scanned copy of the signature.

3. Complete the printed application and scan it to a PDF. Send an email to [business\\_license@cerritos.us](mailto:business_license@cerritos.us) and include the following:
  - a. Write "Application for [business name]" in the Subject line.
  - b. Include a contact name and telephone number in the Body of the email.
  - c. Attach the scanned PDF application.
4. The Business License Officer will review your application to verify that it is complete. If the application is not complete, the Business License Officer will notify you via email of any missing items. If the application is complete, the Business License Officer will process the application.
5. For commercial business licenses and home occupation business licenses, the application will be forwarded to a Planner for zoning compliance. The Planner will contact you directly if he/she has any questions regarding your business. For reference, the Planner can be reached via telephone at (562) 916-1201.

The Planner will either approve, conditionally approve, or deny your application. If denied, the Planner will notify you directly. If approved or conditionally approved, the Planner will forward your application to the Business License Officer for billing.

6. The Business License Officer will mail you a statement of total fees due. Please remit payment as instructed in the written statement.

Please note that these instructions are subject to change as new tools and resources become available. Should you have any questions, please call (562) 916-1236.