



RESIDENTIAL AIR CONDITIONING APPLICATION

Submittal requirements for Residential Air Conditioning Application are listed below. Please include the following items:

1) PLANNING APPLICATION: Residential Air Conditioning Application

- Complete all sections (incomplete applications will delay processing time)
- Include all required plans/drawings/calculations listed in the application
- Homeowner's signature required
- If property is located in a homeowners association, complete HOA Approval Form at http://www.cerritos.us/RESIDENTS/_pdfs/hoa_approval_form.pdf

If you have any questions, please call the Planning Division at (562) 916-1201.

2) BUILDING PERMIT APPLICATION

- Complete all sections (incomplete applications will delay processing time)
- Complete Declaration Form
 - If owner-builder, complete columns 1 and 3
 - If contractor, complete columns 2 and 3

If you have any questions, please call the Building & Safety Division at (562) 916-1209.

Submit forms together, with all required plans/drawings, at

https://cerritosca.seamlessdocs.com/f/Application_Plan_Submittal_Form

For more detailed information regarding the process for online submittal, please read the *Planning/Building Interim Electronic Submittal Procedure* at

http://www.cerritos.us/BUSINESSES/_pdfs/interim_electronic_submittal_procedure.pdf

3) BUSINESS LICENSE REQUIREMENT

If you are a contractor, you must have a valid City of Cerritos business license.

Please call the Business License Division at (562) 916-1236 to confirm active status or apply at

http://www.cerritos.us/BUSINESSES/business_licenses.php

For more detailed information regarding the process for online submittal, please read the *Business License Interim Electronic Submittal Procedure* at

http://www.cerritos.us/BUSINESSES/_pdfs/interim_business_license_procedure.pdf



RESIDENTIAL AIR CONDITIONING APPLICATION

Air conditioning units are governed by Section 22.22.700(22)(a), "Air Conditioning and Filtration Systems," of the Cerritos Municipal Code, which is incorporated to this application by reference, and which is available on the City of Cerritos website at www.cerritos.us under GOVERNMENT » City Regulations » Cerritos Municipal Code » Title 22 » Chapter 22.22. Implementation standards for air conditioning units are set forth in this application.

1.0 HOMEOWNER INFORMATION

1.1 Name(s): _____ 1.2 Phone number: _____

1.3 Property address: _____

1.4 Is this property in a homeowners association (HOA)? Check one:

No Yes: _____
(initials)

I have attached a completed HOA Approval Form, which is available on the City of Cerritos website at www.cerritos.us under RESIDENTS » Permits / Applications for Home Improvements » Planning Applications and Information. This application complies with screening and siting requirements applicable to my HOA.

2.0 AIR CONDITIONING SYSTEM INFORMATION

2.1 Name of contractor/
entity performing work: _____ 2.2 State license #: _____

2.3 City business license #: _____ 2.4 Contact name: _____

2.5 Complete the air conditioning system details requested below.

Manufacturer:		Unit name:	Model number:
ARI sound rating: * [bels (B) or decibels (dB)]		SEER rating: *	Proposed setback from closest property line: ft.

* Show documentation to Planning staff to verify the ARI sound rating and SEER rating. This information may be found on the following documents:

- Manufacturer cut sheet
- AHRI Certificate of Product Ratings
- California Energy Commission Certificate of Compliance

If a Green Cerritos fee waiver is requested, a hard copy of said documentation must be submitted for City records.

Property address: _____
(same as item 1.3 on page 1)

**FOR OFFICE
USE ONLY** A/P# _____
(Project Reference Number)

3.0 SETBACK VERIFICATION

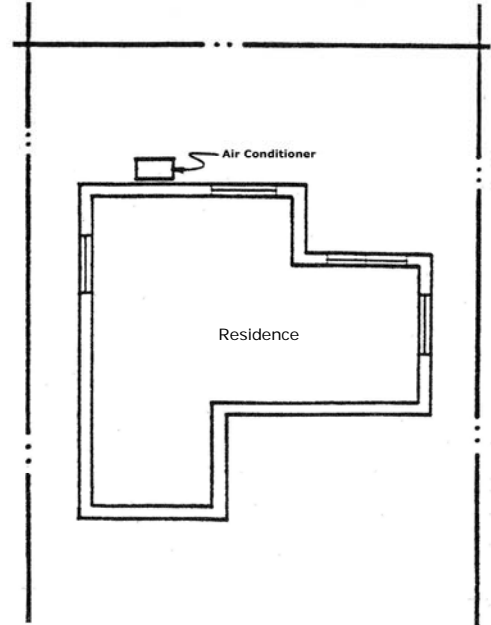
3.1: Along One (1) Wall. This section applies to air conditioning units placed along one (1) wall of the residence. If the unit is placed within the right angle of two (2) walls of the residence, skip to Section 3.2 below. Instructions:

- On the table below, **circle** the Perimeter Wall Height for the wall closest to the air conditioning unit.
- **Circle** the AC Unit Sound Level (dB) for the subject unit.
- **Circle** the intersection of the column and row for the two items circled above. This is the Minimum Setback for the proposed air conditioning unit.
- The proposed setback listed in Section 2.5 on page 1 must be greater than the Minimum Setback.

Table 3.1: Minimum Setback for AC Unit, ELF=1**

AC Unit Sound Level (dB)	Perimeter Wall Height						
	5'-0"	5'-6"	6'-0"	6'-6"	7'-0"	7'-6"	8'-0"
66	1'-0"	1'-0"	1'-0"	0'-6"	0'-6"	0'-6"	0'-6"
67	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	0'-6"
68	1'-6"	1'-6"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
69	1'-6"	1'-6"	1'-6"	1'-6"	1'-0"	1'-0"	1'-0"
70	2'-0"	2'-0"	1'-6"	1'-6"	1'-6"	1'-6"	1'-6"
71	2'-0"	2'-0"	2'-0"	2'-0"	1'-6"	1'-6"	1'-6"
72	2'-6"	2'-6"	2'-0"	2'-0"	2'-0"	2'-0"	2'-0"
73	3'-0"	3'-0"	2'-6"	2'-6"	2'-6"	2'-6"	2'-0"
74	3'-0"	3'-0"	3'-0"	3'-0"	2'-6"	2'-6"	2'-6"
75	3'-6"	3'-6"	3'-6"	3'-0"	3'-0"	3'-0"	3'-0"
76	4'-0"	4'-0"	4'-0"	3'-6"	3'-6"	3'-6"	3'-6"
77	4'-6"	4'-6"	4'-6"	4'-0"	4'-0"	4'-0"	4'-0"
78	5'-0"	5'-0"	5'-0"	4'-6"	4'-6"	4'-6"	4'-6"
79	6'-0"	5'-6"	5'-6"	5'-6"	5'-0"	5'-0"	5'-0"
80	6'-6"	6'-6"	6'-0"	6'-0"	6'-0"	5'-5"	5'-5"

** ELF = Equipment Location Factor



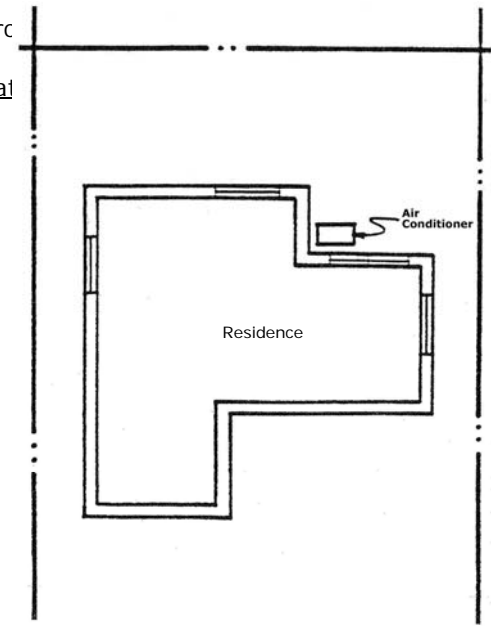
3.2: At Intersection of Two (2) Walls. This section applies to air conditioning units placed within the right angle of two (2) walls of the residence. If the unit is placed along one (1) wall of the residence, return to Section 3.1 above. Instructions:

- On the table below, **circle** the Perimeter Wall Height for the wall closest to the air conditioning unit.
- **Circle** the AC Unit Sound Level (dB) for the subject unit.
- **Circle** the intersection of the column and row for the two items circled above. This is the Minimum Setback for the proposed air conditioning unit.
- The proposed setback listed in Section 2.5 on page 1 must be greater than the Minimum Setback.

Table 3.2: Minimum Setback for AC Unit, ELF=2**

AC Unit Sound Level (dB)	Perimeter Wall Height						
	5'-0"	5'-6"	6'-0"	6'-6"	7'-0"	7'-6"	8'-0"
66	1'-6"	1'-6"	1'-6"	1'-6"	1'-0"	1'-0"	1'-0"
67	2'-0"	1'-6"	1'-6"	1'-6"	1'-6"	1'-6"	1'-6"
68	2'-0"	2'-0"	2'-0"	2'-0"	1'-6"	1'-6"	1'-6"
69	2'-6"	2'-6"	2'-0"	2'-6"	2'-0"	2'-0"	2'-0"
70	3'-0"	2'-6"	2'-6"	2'-6"	2'-6"	2'-6"	2'-0"
71	3'-0"	3'-0"	3'-0"	3'-0"	2'-6"	2'-6"	2'-6"
72	3'-6"	3'-6"	3'-6"	3'-0"	3'-0"	3'-0"	3'-0"
73	4'-0"	4'-0"	4'-0"	3'-6"	3'-6"	3'-6"	3'-6"
74	5'-0"	4'-6"	4'-6"	4'-0"	4'-0"	4'-0"	4'-0"
75	5'-6"	5'-0"	5'-0"	4'-6"	4'-6"	4'-6"	4'-6"
76	6'-0"	5'-6"	5'-6"	5'-6"	5'-0"	5'-0"	5'-0"
77	6'-6"	6'-6"	6'-0"	6'-0"	6'-0"	5'-6"	5'-6"
78	7'-0"	7'-0"	7'-0"	6'-6"	6'-6"	6'-6"	6'-0"
79	8'-0"	8'-0"	7'-6"	7'-6"	7'-6"	7'-0"	7'-0"
80	9'-0"	8'-6"	8'-6"	8'-6"	8'-0"	8'-0"	8'-0"

** ELF = Equipment Location Factor



Property address: _____
 (same as item 1.3 on page 1)

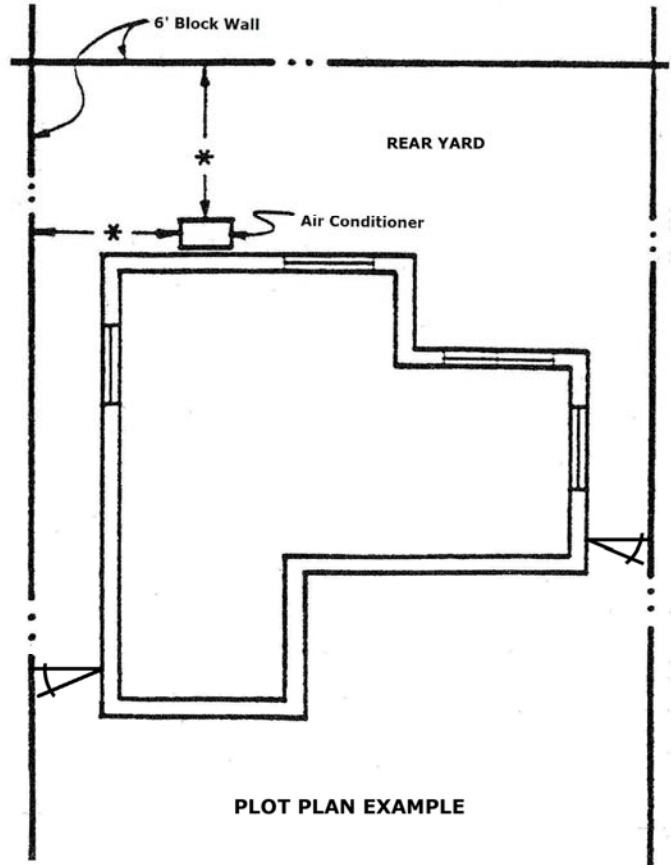
FOR OFFICE USE ONLY A/P# _____
 (Project Reference Number)

Informational note: The values in Tables 3.1 and 3.2 are derived from the following formula: Predicted dBA = $L + 6B - [4.49 \ln(\sqrt{L^2 + H^2} + \sqrt{S^2 + H^2}) + 7.0796] - [0.0079 \ln(1 + S)] - 0.0079S$ where L = Sound Level (dB) of AC Unit, E = Equipment Location Factor (1 or 2), S = Setback (feet) of AC Unit, and H = Height (feet) of Block Wall.

4.0 APPROVAL REQUIREMENTS

Check the boxes below to acknowledge the submittal, with this completed application, of **two (2) copies** of a plot plan as specified below (including all listed details).

- 4.1 The plot plan of the lot shall show the location of the air conditioner condenser unit and its setbacks (*) from side and rear property lines (see example at right).
- 4.2 The height and type of wall or fence around the lot shall be noted on the plot plan. Show solid gates on the plan.
- 4.3 Air conditioner units shall be mounted on a structurally approved mounting pad.
- 4.4 Portable window and wall-mounted air conditioner units may be permitted provided they are completely screened from the public right of way.
- 4.5 Air conditioners shall be placed in a location on the property where the least noise is heard by adjacent neighboring residents.



NOTE: This is an illustrative plan. The submitted plan must reflect the actual layout of the subject residence.

Property address: _____
 (same as item 1.3 on page 1)

FOR OFFICE USE ONLY A/P# _____
 (Project Reference Number)

5.0 ACKNOWLEDGEMENT

By signing below, I acknowledge an understanding of the following declarations:

5.1 Construction. Hours and days of construction are limited to the following:

- Monday to Friday: 7am to 6pm
- Saturday: 10am to 5pm
- Sunday/City-Observed Holiday: No Work

5.2 Permit and Plan Adherence.

- 5.2a: No work of any type shall take place unless all required permits are issued.
- 5.2b: Approval of the submitted plans is subject to the applicant having submitted accurate dimensions and complete information. If, during construction, it is found that the approved plans did not have accurate dimensions and/or information, the City of Cerritos may require the work to cease until revised, accurate plans are submitted to the Department of Community Development for review in accordance with the requirements set forth herein.
- 5.2c: All improvements shall be constructed in accordance with the approved plans. If, during construction, modifications or deviations from the approved plans are deemed necessary, any and all such modifications shall be submitted in the form of revised plans to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and reconstructed in accordance with the approved plans.

5.3 Penalties for Violation. A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

I acknowledge and understand declarations 5.1 through 5.3 above.

5.4 Homeowner's signature: _____ Date: _____

5.5 Contractor's signature: _____ Date: _____

5.6 Property address: _____
(same as item 1.3 on page 1)

FOR OFFICE USE ONLY	
<p>Planner check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application is complete and signed by both homeowner and contractor <input type="checkbox"/> Review aerial photo to check proposal against existing conditions <input type="checkbox"/> Project complies with CMC requirements <input type="checkbox"/> Computer permit entry: <ul style="list-style-type: none"> <input type="checkbox"/> Check cases for existing notes and expired permits requiring resolution <input type="checkbox"/> Check that a permit is not already entered for this application and property <input type="checkbox"/> Computer codes: TRADE » A/C <input type="checkbox"/> Property owner information is current (GIS); if not, request a copy of the grant deed to confirm ownership as a condition of permit issuance <input type="checkbox"/> Enter permit data <p>Project Ref. Number: A/P# _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign and date approval area <input type="checkbox"/> Stamp approve plot plan with any conditions noted <input type="checkbox"/> Refer to Building and Safety Division for permit 	<p style="text-align: center;"><u>City of Cerritos Planning Approval</u></p> <p>_____</p> <p style="text-align: center;">Staff Signature</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>Issuance of the permit shall not be construed as final approval of this installation. No final shall be issued unless all conditions of approval above have been completed.</p>



**GREEN CERRITOS
 RESIDENTIAL BUILDING PERMIT
 FEE WAIVER APPLICATION**

Building permit fee waivers associated with the installation of green building activities mentioned below may be provided for existing residential homes, up to a maximum of \$1,000.00. Remaining building permit and plan check fees after the Green Cerritos Fee Waiver has been applied are the responsibility of the applicant.

Contact Information

Name of Homeowner: _____
 Address of Job Site: _____
 Phone Number: _____
 Name of Contractor (if applicable): _____
 Address of Contractor: _____
 Phone Number: _____ State License Number: _____

Green Building Information

Type of green building activity (check all that apply):

- Installation of an ENERGY STAR air conditioner
 - Split System (Must have a SEER rating ≥ 16 to be eligible)*
 - Package System (Must have a SEER rating ≥ 14 to be eligible)*
- Installation of an ENERGY STAR water heater
 - ENERGY STAR certified tankless water heater with an Energy Factor (EF) ≥ 0.87*
 - ENERGY STAR certified natural gas water heater with an Energy Factor (EF) ≥ 0.64*
- Installation of an electric vehicle charging station
- Other (please explain): _____

*Please note that window upgrades or improvements do not qualify for Green Cerritos fee waiver incentives.

Upon the submittal of this application, staff may request additional information regarding product manufacturer details or specifications to verify the efficiency of the product.

Homeowner's Signature _____ Date _____
 Contractor's Signature _____ Date _____

(Office use only)

Community Development Approval

Approved by: _____ Date: _____
(Director, Division Manager, Senior Planner, Management Analyst)
 Amount to be waived: _____ AP # _____



City of Cerritos
 18125 Bloomfield Avenue
 Cerritos, CA 90703
 (562) 916-1209

**Department of Community
 Development**
 Building and Safety Division

(For office use only)

Building Permit #: _____

Trade Permit #: _____

Parent Permit#: _____

Building/Plumbing/Electrical/Mechanical Permit Application

Applicant's Name: _____

Company Name (if applicable): _____

Tel. No: _____ Email: _____ Date: _____

Job Site Address: _____ Suite: _____

Work Description: _____

Is this an owner-builder project?

- Yes, this is an owner-builder project. As the applicant for an owner-building project, you are required to complete columns 1 and 3 of attached Declaration Form.
 Is the job site address your primary residence? Yes No (If no, an owner-builder project is not permitted, and the owner must contract exclusively with a licensed contractor.)
- No, this is not an owner-builder project. Complete columns 2 and 3 of the attached Declaration Form.

Project Valuation: _____ APN#: _____

Project Size (sq.ft.): _____ Buildings on Lot: _____ # of Stories _____

Construction Types: _____ Occupancy Groups: _____

Type of Permit(s) Requested: Building Plumbing Electrical Mechanical

Owner/Business Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Contractor Name: _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

License No: _____ Class: _____ Expiration Date: _____

City Business License No: _____ Expiration Date: _____

(Please fill out attached Licensed Contractor's Declaration Form)

Architect/Engineer Name: _____ **Company:** _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

License No: _____ Class: _____ Expiration Date: _____

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 or 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