



RESIDENTIAL RE-ROOFING APPLICATION CHECKLIST

RESIDENTIAL RE-ROOFING APPLICATION

Submittal requirements for Residential Re-Roofing Application are listed below. Please include the following items:

1) PLANNING APPLICATION: Residential Re-Roofing 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

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RESIDENTIAL RE-ROOFING APPLICATION

Residential roofing is governed by Section 22.22.700(23), "Roofing," 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.

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: _____ I have attached written approval from the HOA.
 (initials)

2.0 RE-ROOFING INFORMATION

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

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

2.5 What type of roof is proposed for replacement? Complete the applicable section(s) below. Please note: roof material must comply with Cool Roof requirements.

2.5a Pitched roof (if applicable)

A. Existing pitched roof area:		B. Proposed replacement area:		C. Percentage of total existing pitched roof area to be replaced (B ÷ A x 100):	
sq. ft.		sq. ft.		%	
Pitched roof material (check one):		<input type="checkbox"/> Lightweight tile <input type="checkbox"/> Heavyweight tile		<input type="checkbox"/> Asphalt composition: tear off <input type="checkbox"/> Asphalt composition: no tear off	
Roof style (check one):		<input type="checkbox"/> Mission <input type="checkbox"/> Shake		<input type="checkbox"/> Slate <input type="checkbox"/> Asphalt composition: 30-year minimum required	
Material weight:	ICC #:	Manufacturer:		Color: <small>(Color sample or brochure may be required.)</small>	
lbs./sq. ft.*					

2.5b Flat roof (if applicable)

A. Existing flat roof area:		B. Proposed replacement area:		C. Percentage of total existing flat roof area to be replaced (B ÷ A x 100):	
sq. ft.		sq. ft.		%	
Flat roof material (select one):		<input type="checkbox"/> Hot mop <input type="checkbox"/> Other (specify): _____		Color: <small>(Color sample or brochure may be required.)</small>	

*2.6 Is the roofing material greater than or equal to 6.0 lbs./sq. ft.? Check one:

No Yes: _____ I have attached engineering calculations that support the proposed material.
 (initials)

2.7 Are skylights proposed? Check one:

No Yes: _____ I have attached a completed Skylight Application.
 (initials)

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

Continued next page →

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

2.9 Is this re-roofing application part of or related to a solar energy system installation application?
 No Yes: A separate "Residential Solar Energy System Application" must be submitted prior to or concurrent with this re-roofing application. See Section 3.4 of the solar application for additional requirements.

3.0 ACKNOWLEDGEMENT

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

3.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of Section 22.22.700(23), "Roofing," of the Cerritos Municipal Code, which is available on the City of Cerritos website as described above.

3.2 Conditions of Approval. I understand and will comply with the following additional requirements, and I understand that the roof will not receive a final approval until all of the following requirements have been completed:

- 3.2a: All roof vents and turbines must be painted to match the new roof color.
- 3.2b: Any replaced or existing un-painted shiplap or fascia must be painted to match the trim color. A separate Paint Color Permit application is required.
- 3.2c: For sloping roofs, roof edging must match the color of the roof.
- 3.2d: For flat roofs, L-metal or flashing must match the color of the adjacent fascia board.
- 3.2e: If applicable, bird stops are required on all mission style tile roofs.
- 3.2f: Following delivery of the roof materials to the property, an invoice list and verification of appropriate job address shall be submitted to the Building and Safety Division.
- 3.2g: The proposed roofing material meets State of California Tier I Cool Roofing requirements.

3.3 Material Sample. I understand that a sample of the proposed material may be required if what is proposed has not previously been approved by the City of Cerritos.

3.4 Construction. Hours and days of construction are limited to the following:
 Monday to Friday: 7am to 6pm; Saturday: 10am to 5pm; Sunday/Holidays: No Work.

3.5 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.

3.6 Homeowner's signature: _____ Date: _____

3.7 Contractor's signature: _____ Date: _____

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<p>Planner check</p> <p><input type="checkbox"/> Application is complete and signed by both homeowner and contractor</p> <p><input type="checkbox"/> Required attachments are provided if applicable: HOA approval (1.4), heavyweight material engineering calcs. (2.6), Skylight Application (2.7), and/or Residential Solar Energy System Application (2.9)</p> <p><input type="checkbox"/> Review aerial photo to check proposal against existing conditions (patio, accessory structure)</p> <p><input type="checkbox"/> Project complies with CMC requirements</p> <p><input type="checkbox"/> Computer permit entry:</p> <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: OVRTHECNTR » REROOF <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> <p><input type="checkbox"/> Sign and date approval area</p> <p><input type="checkbox"/> Refer to Building and Safety Division for permit</p>	<p style="text-align: center;">City of Cerritos Planning Approval</p> <p>_____</p> <p>Staff Signature</p> <p>_____</p> <p>Date</p> <p>Issuance of the permit shall not be construed as final approval of this installation. Roofing materials shall comply with Section 22.22.700(23) of the Cerritos Municipal Code. No final shall be issued unless all conditions of approval above have been completed.</p>

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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