City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

LANDLORD IMPROVEMENT APPLICATION GUIDE

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click "Log In" at top right corner. Select "Create a Profile". Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:

   ☐ Plans.
   ☐ Property owner consent to file permit application (page 2).
   ☐ Declaration Form (page 3).
   - If owner-builder, complete columns 1 and 3.
   - If contractor, complete columns 2 and 3.

   ☐ Waste management plan, if needed (page 4).
   ☐ If the property is located in a homeowners' association (HOA), an HOA Approval Form is required to be completed (page 10).

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement

   ☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

Cerritos Permit Hub

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PROPERTY OWNER'S CONSENT TO FILE PERMIT APPLICATION

Applicant Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Applicant Name(s) & Title(s): _____

Project Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Project Description: _____

_____

☐ Check this box if the Project Applicant is also the Property Owner (Owner-Builder)

Property Owner Information and Approval

This section must be completed by the Property Owner.

Property Owner Name: _____

HOA Name (if applicable): _____

Project Address: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

Property Owner Acknowledgment

I certify, under penalty of making a false statement, that I am the property owner, or the property owner's representative authorized to sign this consent form to an application being filed with the City of Cerritos for the aforementioned project described at the aforementioned property address. I further acknowledge and agree to comply with all applicable provisions of the Cerritos Municipal Code.

Property Owner Signature: _____

Date: _____

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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 of 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

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Waste Management Plan

Materials from your job site can be recycled. The City of Cerritos Municipal Code requires you to recycle or reuse a minimum of 50% of your project's waste. The City has an exclusive franchise agreement with Athens Services for construction and demolition waste removal services. By using Athens Services, you will have met your 50% waste diversion requirement. If you self-haul materials from the jobsite, and your project is 900 square feet or greater is size, you will be required to demonstrate that you have diverted 50% of your project's waste from landfill disposal.

Please check one (1) box below:

☐ If your project is less than 900 square feet in area, check this box. You are exempt from further compliance with the City of Cerritos' C&D Debris Diversion Ordinance.

☐ If you will be contracting with Athens Services for your project's waste hauling services, check this box. You are exempt from further compliance with the City of Cerritos' C&D Debris Diversion Ordinance.

☐ If your C&D waste will be hauled by anyone other than Athens Services, and your project is 900 square feet or more in area, check this box. You are required to submit a Performance Security Deposit in the amount of $0.50 per square foot of project size along with this form and divert 50% of project waste from landfill disposal.

For Self-Haul Projects of 900 Square Feet or Greater Only

Step 1: While your Project Progresses

Save all weight receipts and/or documentation from disposal sites including recycling centers, landfills and jobsite reuse.

Step 2: Before final inspection:

Complete Part 2 of this form and submit receipts/documentation (original or certified photocopies) verifying that a minimum of 50% of the debris or material generated was diverted from landfill disposal.

Step 3: Deposit Returned:

Within 30 days of submittal of final documentation, your performance security deposit will be returned. If it is determined that a minimum of 50% of C&D materials were not recycled, a prorated portion of your deposit will be returned.

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Step 4: Expected Debris from this Project:

Material Type:	Estimated Diversion Rate:	Facility Utilized:
Asphalt/Concrete:		
Brick/Masonry/Tile:		
Doors/Windows/Cabinets/ Fixtures, Etc.:		
Drywall:		
Glass:		
Metals:		
Mixed Loads:		
Roofing Materials:		
Soils:		
Woods:		
Other:		
Unprocessed Waste:		

Sign Below.

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Job Address: _____

Applicant: _____

Applicant Signature: _____

Date: _____

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Construction and Demolition Debris
Approved Recycling Facilities in Los Angeles County

All (Mixed) Debris— Wood, drywall, metal, cardboard, Inert Debris, Land Clearing Debris, Soil			
Facility Name	Recycle Rate	**Location**	**Phone**
1530 and 1540 Date St., Montebello, CA 90640	90%	Ace Diversion	(323) 718-0959
5626 Cherry Ave., Long Beach, CA 90805	77%	American Industrial Services	(800) 500-3881
4560 Doran St., Los Angeles, CA 90039	79%	American Reclamation	(323) 245-0125
621 West 152nd St., Gardena, CA 90247	80%	California Waste Services	(800) 839-5550
3720 Noakes St., Los Angeles, CA 90023	71%	California Waste Services- Downtown Los Angeles	(323) 262–1604
20833 Santa Clara St., Santa Clarita CA, 91351	70%	Conservation Station/ Rent-a-bin	(661) 250-5333
9309 Rayo Ave., South Gate, CA 90280	80%	Construction and Demolition Recycling, Inc.	(323) 357-6900
12506 Montague St., Pacoima, CA 91331	84%	Cordova Construction Services	(818) 896-0509
9147 De Garmo Ave., Sun Valley, CA 91352	87%	Crown Recycling Services	(800) 633-9933
2221 E Washington Blvd., Los Angeles, CA 90021	84%	Express Disposal	(213) 465-7775
1908 Frank St., Santa Monica, CA 90404	65%	Southern California Disposal	(310) 828-6444
11616 Sheldon St., Sun Valley, CA 91352	82%	WM - East Valley Diversion	(818) 252-0019
1501 W. Gladstone St., Azusa, CA 91701	77%	WM Azusa transfer Station	(800) 774-0222

The information above is not inclusive of all recycling facilities in the region and is subject to change without notice. Facilities listed are not endorsed by Los Angeles County. Please email CND@pw.LACounty.gov for more information.

Soil Only
Inert debris tickets at these facilities will NOT be counted towards compliance.

Soil debris can also be reused a permitted construction site that will use it exclusively for grading purposes. Documentation of soil quantity reused and destination location will be required.

Location	Facility Name	Phone
1200 W. City Ranch Rd., Palmdale, CA 93551	WM Antelope Valley Public Landfill	(661) 223-3418
29201 Henry Mayo Dr., Castaic, CA 91384	Chiquita Canyon Sanitary Landfill	(916) 608-8200
13550 Live Oak Ave, Irwindale, CA 91706	Hanson Aggregates/Martin Marietta (Irwindale only)	(626) 856-6721
600 East Ave `F`, Lancaster, CA 93535	WM Lancaster Landfill and Recycling Center	(661) 223-3437
344 East Madison Ave., Montebello, CA 90640	Montebello Land and Water Company	(323) 722-8654
13620 Live Oak Lane Irwindale, CA 91706	Nu-Way Arrow Reclamation	(951) 830-9703
128 E. Live Oak Ave., Monrovia, CA 91016	Peck Road Gravel	(626) 574-1855
15990 Foothill Blvd. Irwindale, CA 91706	Reliance Landfill	(626) 856-6184
3001 Scholl Canyon Rd, Glendale, CA 91206	Scholl Canyon Landfill	(818) 243-9779
14747 San Fernando Rd., Sylmar, CA 91342	Sunshine Canyon City/County Landfill	(818) 362-2124
1245 E. Arrow Hwy., Irwindale, CA 91706	United Rock Products, Pit #2	(626) 358-4558
13000 East Los Angeles St. Irwindale, CA 91706	Vulcan Materials/ Durbin Inert Debris	(626) 485-0789
9436 Glenoaks Blvd., Los Angeles, CA 91352	Vulcan Materials/ Sun Valley Landfill	(818) 768-4157

Inert Debris Only — Asphalt, asphalt concrete, concrete, concrete blocks, gravel, rocks, soil		
Location	**Facility Name**	**Phone**
11230 Roscoe Blvd, Sun Valley, CA 91352	AMH Recycling	(818) 768-5202, ext. 245
507 E Ave L 12, Lancaster, CA 93535	Arrow Transit Mix, Inc.	(661) 945-7600
3720 Noakes St., Los Angeles, CA 90023	California Waste Services- Downtown Los Angeles	(323) 262–1604
2221 E Washington Blvd., Los Angeles, CA 90021	Express Disposal	(213) 465-7775
6510 Stanford Ave, Los Angeles, CA 90001	Grit & Gravel	(424) 738-3774
6956 Cherry Ave., Long Beach, CA 90805	Hanson Aggregates/Martin Marietta	(310) 602 2560
2850 California St., Long Beach, CA 90755	Hanson Aggregates/Martin Marietta	(888) 304-2274
9005 Bradley Ave., Sun Valley, CA 91352	RAMCO (does not accept soil)	(818) 767-0700

Land Clearing Debris - Green waste, clearing and grubbing		
Location	**Facility Name**	**Phone**
2221 E Washington Blvd., Los Angeles, CA 90021	Express Disposal	(213) 465-7775
22925 North Coltrane St., Newhall, CA 91350	Foothill Soils, Inc.	(661) 254-1045
12815 East Imperial Hwy., Santa Fe Springs, CA 90670	GreenCycle	(562) 906-5223
11700 Blucher Ave., Granada Hills, CA 91345	North Hills Recycling	(818) 831-7980
13905 Walker Ave., Ontario, CA 91761	Recycled Wood Products	(909) 868-6882
9227 Tujunga Ave., Sun Valley, CA 91352	WM - Bradley East Transfer Station	(818) 767-6180

Deconstructed Materials- Preserved or usable building materials		
Location	**Facility Name**	**Phone**
1124 S Boyle Ave, Los Angeles, CA 90023	Freeway Building Materials	(323) 261-8904
2600 E Foothill Blvd, Pasadena, CA 91107	Pasadena Architectural Salvage	(626) 535-9655
3015 Dolores St, Los Angeles, CA 90065	The Reuse People	(818)-244-5635

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COUNTY OF ORANGE
OC Waste&Recycling
Our Community. Our Commitment.

601 N. Ross St., 5th Floor, Santa Ana, CA 92701
Office: (714) 834-4000 Fax: (714) 834-4057
CD@ocwr.ocgov.com

C&D Debris Diversion Approved Facilities and Franchise Waste Haulers

Construction & Demolition Debris Diversion Facilities and Franchise Waste Haulers (Please call facility to verify information)			Materials Accepted															
Facility	City	Phone	Mixed C&D	Asphalt/Concrete	Brick/Masonry/Tile	Cardboard	Wood	Metals	Landscape Debris	Carpet	Green Waste	Dirt	Glass	Drywall	Flooring	Appliances	Rebar	Tires
California Waste Services (CWS)	Gardena	(310) 538-5998	x	x	x	x	x	x				x	x	x	x	x	x	
California Waste Services (CWS)	Los Angeles	(310) 538-5998	x	x	x	x	x	x				x	x	x	x	x	x	
CR&R. Inc.	Stanton	(714) 890-6300	x	x	x	x	x	x		x	x	x		x		x	x	
Greenstone Materials, Inc.	SJC	(949) 728-0500		x	x						x							
Griffith Company	Irvine	(562) 519-1998		x														
Madison Materials / Ware	Santa Ana	(714) 664-0159	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
North American Recycling	Anaheim	(714) 996-0533		x														
OC Recycling	Santa Ana	(714) 973-2267				x		x								x	x	
Republic Services	HB	(714) 847-3581	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Republic Services	Anaheim	(714) 238-3344	x	x	x		x			x		x			x	x	x	x
R.J. Noble	Orange	(714) 637-1550	x	x	x													
Robert's Waste & Recycling	Santa Ana	(714) 667-2901	x	x	x			x	x		x	x						
Waste & Recycling Services, Inc.	La Puente	(626) 581-4357	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
WM - Sunset Environmental TS	Irvine	(949) 654-1562	x	x		x	x	x	x	x	x	x		x	x		x	

Clean, broken asphalt Fee Exemption

Clean, broken asphalt can also be taken free of charge to OC Waste & Recycling's landfills.
To qualify: loads must be two-axle, self-unloading dump truck or larger or trailer with dump capacity.
No hand unloading. Please contact the landfill for more information:

Frank R. Bowerman Landfill (Irvine) – (949) 262-2420

Prima Deshecha Landfill (San Juan Capistrano) – (949) 728-3040

If you would like to be added to this list, please contact us at the phone number above.
Disclaimer: OC Waste & Recycling is not liable for any errors, omissions or changes on this list, nor does it guarantee the accuracy of any information regarding materials, services or products. These are privately owned facilities and are not affiliated with the County of Orange. This list is not intended to be exhaustive but has been developed to assist customers to find recycling facilities. Updated: 3/28/2025

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HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

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HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

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