Cerritos Permit Hub

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

TEMPORARY SIGN APPLICATION GUIDE

Temporary signs are defined as a sign constructed of paper, cloth, canvas, wood or other similar light-weight materials, with or without framing, and window displays, intended to be displayed for a period not to exceed twenty-eight (28) days.

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:
   - ☐ Plot plans clearly indicating the dimensions and shape of the subject building, and the location on the building of the requested sign(s).
   - ☐ Sample image(s) of the proposed signs.

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.

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City of Cerritos Requirements for Temporary Signs

Temporary signs are defined as a sign constructed of paper, cloth, canvas, wood or other similar light-weight materials, with or without framing, and window displays, intended to be displayed for a period not to exceed twenty-eight (28) days. Permits for temporary signs, flags, banners, balloons and pennants may be granted by the Director of Community Development in any commercial or industrial zone or development area, if it is determined that the following provisions of Section 22.48.900 of the Municipal Code are satisfied:

(2) Temporary signs, flags, banners, balloons and pennants. Temporary signs, flags, banners, non-metallic balloons 12 inches or less in diameter, and pennants used for any purpose, including grand openings and promotions, may be permitted subject to the following:

(a) A maximum of five (5) time periods per year.

(b) Each time period shall consist of a maximum of fourteen (14) days. No more than two (2) time periods can occur consecutively. If two (2) promotional time periods are not consecutive, the periods must be separated by at least fourteen (14) days.

(c) Flags and pennants may only be used during one (1) promotional period per calendar year.

(d) The maximum number of temporary signs or banners permitted per time period are as follows:

(ii) One exterior banner on each elevation;
(iii) Four (4) signs, including exterior banners.

(e) Total sign area for temporary signs and/or exterior banners shall not exceed the total square footage allowed for wall mounted identification signs. No individual temporary sign or banner shall exceed the size of the identification sign permitted on the front occupancy.

(f) All signs and banners must be exclusively attached to the building structure.

(g) A permit must be obtained for each time period prior to placement of temporary signs, flags, banners, pennants or balloons. Placement of all temporary signs, flags, banners, pennants or balloons shall be subject to the approval of the Director of Community Development.

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Section 22.48.970 – Penalty for violation of Section 22.48.900(2) and Section 22.48.900(7)

Every person violating Sections 22.48.900(2) and 22.48.900(7) shall be guilty of an infraction. Upon a first violation the person shall receive a warning citation and have five (5) days from the date of the citation to cure the violation. Upon failure to cure the violation or upon the second violation occurring within one (1) year of the first violation the person shall be issued an infraction citation punishable by a fine of $100.00. Every violation occurring after the second violation within one (1) year of the first violation shall be punishable by a fine of $200.00. If the person has failed to cure the violation within five days from the receipt of an infraction citation, each separate day or portion thereof following which any such violation occurs or continues constitutes a separate offense.