

BOARDING HOUSE PERMIT APPLICATION

Please type or print
(Check one:) First-Time Permit ☐
Permit Renewal ☐

A Boarding House Permit is required for all single-family residences in which a room or portion of the house is rented out to a boarder for a period of thirty-one (31) days or more. The permit application must be completed by all homeowners. Please note, the homeowner (boarding house operator) shall be required to reside in the subject residence while it is being utilized as a City-approved boarding house. Boarding houses that are not owner-occupied shall be prohibited. Please see Pages 5-6 of this application for all City boarding house regulations.

Homeowner (Boarding House Operator) Information

Date Filed: _____

Boarding House Address: _____

Primary Homeowner Information:

Homeowner (Boarding House Operator) Name: _____

Homeowner (Boarding House Operator) Phone Number: _____

Homeowner (Boarding House Operator) Email: _____

Secondary Homeowner Information:

Homeowner (Boarding House Operator) Name: _____

Homeowner (Boarding House Operator) Phone Number: _____

Homeowner (Boarding House Operator) Email: _____

The following documents are required for proof of homeownership* and home occupancy:

- ☐ Valid California Driver's License with current address or valid California I.D. Card with current address *(required for all homeowners)*
- ☐ Utility bill postmarked within sixty (60) days *(required for all homeowners)*
- ☐ Other: _____

**Upon submittal of the abovementioned items, City of Cerritos staff will also obtain a property title report from the Los Angeles County Recorder's Office to verify homeownership.*

Supplemental Homeowner (Boarding House Operator) Information *(Check the box if satisfied.)*

- ☐ The homeowner (boarding house operator) resides at the address above and will continue to reside at this address during the entire tenure of the residential dwelling as a boarding house.
- ☐ A copy of proof of homeowner's insurance has been attached to the boarding house permit application.
- ☐ The homeowner (boarding house operator) has obtained a Cerritos business license for the operation of a boarding house.

Cerritos Business License #: _____ Expiration Date: _____

Boarder Information

A maximum of two (2) boarders under a single rental agreement is permitted in a given boarding house. Each boarder must reside in the boarding house for a minimum of thirty-one (31) days. If a boarder maintains a vehicle at the boarding house, please provide the following vehicle information. Otherwise, write "N/A," if not applicable.

Boarder #1 name: _____ Driver's License
No.: _____

Boarder #1 vehicle make, model, and year: _____

Beginning boarding date: _____ Ending boarding date: _____

Boarder #2 name: _____ Driver's License
No.: _____

Boarder #2 vehicle make, model, and year: _____

Beginning boarding date: _____ Ending boarding date: _____

Boarding House Compliance *(Check the box if satisfied.)*

- ☐ Parking is provided on-site, meaning off-street, for all boarder vehicles listed above.
- ☐ At least two garage spaces are available in the single-family residence and used solely for the parking of motor vehicles.
- ☐ A maximum of two boarders may be permitted to occupy any owner-occupied boarding house.
- ☐ The homeowner (boarding house operator) has read and signed the Agreement on Page 5 and 6.

Primary Homeowner Signature
(Boarding House Operator): _____

Date: _____

Secondary Homeowner Signature
(Boarding House Operator): _____

Date: _____

FOR OFFICE USE ONLY

Code Enforcement Inspection Date: _____ Officer: _____

Comments: _____

Building and Safety Inspection Date: _____ Officer: _____

Comments: _____

Community Development Approval:

- ☐ Denied
- ☐ Approved

Approved by: _____ Date: _____

AP#: _____

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AGREEMENT – HOMEOWNER (BOARDING HOUSE OPERATOR) BOARDING HOUSE PERMIT APPLICATION

The homeowner (boarding house operator) shall comply with all boarding house regulations, pursuant to City of Cerritos Municipal Code Section 20.30.137 and Section 22.40.250.

Section 20.30.137 "Definitions"	
_____ (Initial)	"Boarding house" means an owner-occupied, single-family residential dwelling, including any guesthouses, second units, and other accessory structures, wherein one or more rooms, with or without individual or group cooking facilities, are rented, licensed or otherwise provided in exchange for rent or other remuneration to an individual or individuals under separate written or oral rental leases, licenses or other agreements ("rental agreement") for a term of thirty-one consecutive calendar days or more.
Section 22.40.250 "Specific Uses – Boarding Houses"	
_____ (Initial)	<p>Single-family residential dwellings in RS-5000, RS-6500, ADP-3, ADP-4, ADP-8, ADP-9, ADP-12, or future zones with densities less than or equal to densities in the aforesaid zones, may be used to run boarding houses only in accordance with the following:</p> <p>(1) Definitions. Unless the context otherwise requires, words and phrases used in this section shall have the same meanings as when used in this code:</p> <ul style="list-style-type: none"> (a) A "boarding house" is defined as set forth in Section 20.30.137. (b) A "boarder" is defined as either: <ul style="list-style-type: none"> (i) An individual person who maintains a separate rental agreement as defined in Section 20.30.137 of this code, either written or oral, with the owner of a boarding house, for the purpose of renting and occupying a portion of said boarding house; or (ii) An individual person who, under the same rental agreement of the boarder as defined in Section 22.40.250, subsection (1)(b)(i), lives with or otherwise occupies the premises rented, licensed or occupied by the primary boarder described in subsection (1)(b)(i) of this section. (c) A "boarding unit" is defined as the portion of a boarding house that is rented to a boarder.
_____ (Initial)	<p>(2) Boarding House Permit and Inspections.</p> <ul style="list-style-type: none"> (a) The use of a single-family dwelling as a boarding house shall require a boarding house permit and shall be subject to review and approval by the department of community development, if the specific criteria set forth in this section are satisfied. (b) An inspection of the subject property shall be conducted before a boarding house permit is issued. Such an inspection shall ensure that the subject property is in compliance with all applicable municipal code requirements relating to property maintenance and fit for occupancy per the standards established in this code and all other applicable codes. (c) All boarding houses shall have a business license issued by the city prior to operation. The business license shall be issued for the purpose of identifying the location and owner of each boarding house in the city. (d) Boarding house owners shall be required to maintain homeowner's insurance and shall submit proof of homeowner's insurance to the department of community development as part of the boarding house permit application. (e) A boarding house permit and business license must be renewed on an annual basis. Annual inspections of the boarding house by representatives of the city, as well as verification of homeowner's insurance, shall be required as a condition of the annual boarding house permit renewal.
_____ (Initial)	<p>(3) Maximum occupancy. A maximum of two boarders shall be permitted to occupy any given owner-occupied boarding house.</p>
_____ (Initial)	<p>(4) Parking.</p> <ul style="list-style-type: none"> (a) No more than one parking space shall be provided on-site for each boarder who has a driver's license and who maintains a motor vehicle at the address of the boarding house. A given boarder shall maintain no more than one vehicle on-site at the address of the boarding house.

	<p>(b) A boarding house shall have at least two garage spaces available and used for the parking of motor vehicles.</p> <p>(c) The garage of a boarding house shall remain free and clear of any permanent structures, including, but not limited to, walls, utility equipment and storage facilities, that preclude the parking of vehicles.</p> <p>(d) An on-street semi-annual parking permit shall not be provided to any resident of a boarding house until it is verified through the inspection detailed in subsection (2) of this section that all available on-site parking spaces have been dedicated to and used solely for the parking of motor vehicles.</p>
(Initial)	<p>(5) Owner operation and occupancy.</p> <p>(a) The owner of the single-family dwelling shall live on-site, in the dwelling unit, throughout the term of a renter or boarder's stay.</p> <p>(b) Boarding houses that are not owner-occupied shall be prohibited.</p> <p>(c) Only the owner of a single-family dwelling shall receive a permit to operate that single-family dwelling as a boarding house.</p> <p>(d) The renter of an entire single-family dwelling shall not operate or receive a permit to operate a boarding house, nor shall any renter be permitted to rent and/or sublease any available or unoccupied room at the subject residence.</p> <p>(e) The owner of a boarding house must submit a copy of the regulations detailed in this section to all boarders residing in the boarding house. (See Pages 7 through 10)</p>
(Initial)	<p>(6) Building safety. The boarding house shall conform with all applicable requirements established by building and safety codes adopted by the City of Cerritos in this code.</p>
(Initial)	<p>(7) Prohibition of garage conversion. In accordance with regulations established in other sections of this code, the garage of a boarding house shall not be reduced in size, demolished or converted and shall retain its primary use of vehicle parking as indicated in the code for the zone in which the boarding house is located.</p>
(Initial)	<p>(8) Indemnification and Insurance. Boarding house owners shall indemnify and hold harmless the city, its officers, officials, employees, agents and volunteers from and against all claims, damages, expenses, costs, including attorneys' fee, for bodily or personal injury, death or for property damages sustained as a result of operating a boarding house. Boarding house owners shall be required to maintain homeowner's insurance and provide proof of homeowner's insurance in accordance with subsection 22.40.250(2)(d) of this section.</p>

I declare, under penalty of making a false statement, that I have read and understand the above statements and will completely abide by them.

Homeowner (Boarding House Operator)
Signature _____

Date _____

Community Development Signature _____

Date _____

BOARDING HOUSE REGULATIONS COPY FOR BOARDER

Boarding House Permit Application

The homeowner (boarding house operator) shall provide a copy of the following regulations to each boarder residing in a boarding house, pursuant to City of Cerritos Municipal Code Section 20.30.137 and Section 22.40.250.

Section 20.30.137 "Definitions"

"Boarding house" means an owner-occupied, single-family residential dwelling, including any guesthouses, second units, and other accessory structures, wherein one or more rooms, with or without individual or group cooking facilities, are rented, licensed or otherwise provided in exchange for rent or other remuneration to an individual or individuals under separate written or oral rental leases, licenses or other agreements ("rental agreement") for a term of thirty-one consecutive calendar days or more.

Section 22.40.250 "Specific Uses – Boarding Houses"

Single-family residential dwellings in RS-5000, RS-6500, ADP-3, ADP-4, ADP-8, ADP-9, ADP-12, or future zones with densities less than or equal to densities in the aforesaid zones, may be used to run boarding houses only in accordance with the following:

- (1) Definitions. Unless the context otherwise requires, words and phrases used in this section shall have the same meanings as when used in this code:
 - (a) A "boarding house" is defined as set forth in Section 20.30.137.
 - (b) A "boarder" is defined as either:
 - (i) An individual person who maintains a separate rental agreement as defined in Section 20.30.137 of this code, either written or oral, with the owner of a boarding house, for the purpose of renting and occupying a portion of said boarding house; or
 - (ii) An individual person who, under the same rental agreement of the boarder as defined in Section 22.40.250, subsection (1)(b)(i), lives with or otherwise occupies the premises rented, licensed or occupied by the primary boarder described in subsection (1)(b)(i) of this section.
 - (c) A "boarding unit" is defined as the portion of a boarding house that is rented to a boarder.
- (2) Boarding House Permit and Inspections.
 - (a) The use of a single-family dwelling as a boarding house shall require a boarding house permit and shall be subject to review and approval by the department of community development, if the specific criteria set forth in this section are satisfied.
 - (b) An inspection of the subject property shall be conducted before a boarding house permit is issued. Such an inspection shall ensure that the subject property is in compliance with all applicable municipal code requirements relating to property maintenance and fit for occupancy per the standards established in this code and all other applicable codes.
 - (c) All boarding houses shall have a business license issued by the city prior to operation. The business license shall be issued for the purpose of identifying the location and owner of each boarding house in the city.
 - (d) Boarding house owners shall be required to maintain homeowner's insurance and shall submit proof of homeowner's insurance to the department of community development as part of the boarding house permit application.
 - (e) A boarding house permit and business license must be renewed on an annual basis. Annual inspections of the boarding house by representatives of the city, as well as verification of homeowner's insurance, shall be required as a condition of the annual boarding house permit renewal.
- (3) Maximum occupancy. A maximum of two boarders shall be permitted to occupy any given owner-occupied boarding house.
- (4) Parking.
 - (a) No more than one parking space shall be provided on-site for each boarder who has a driver's license and who maintains a motor vehicle at the address of the boarding house. A given boarder shall maintain no more than one vehicle on-site at the address of the boarding house.
 - (b) A boarding house shall have at least two garage spaces available and used for the parking of motor vehicles.
 - (c) The garage of a boarding house shall remain free and clear of any permanent structures, including, but not limited to, walls, utility equipment and storage facilities, that preclude the parking of vehicles.

- (d) An on-street semi-annual parking permit shall not be provided to any resident of a boarding house until it is verified through the inspection detailed in subsection (2) of this section that all available on-site parking spaces have been dedicated to and used solely for the parking of motor vehicles.
- (5) Owner operation and occupancy.
 - (a) The owner of the single-family dwelling shall live on-site, in the dwelling unit, throughout the term of a renter or boarder's stay.
 - (b) Boarding houses that are not owner-occupied shall be prohibited.
 - (c) Only the owner of a single-family dwelling shall receive a permit to operate that single-family dwelling as a boarding house.
 - (d) The renter of an entire single-family dwelling shall not operate or receive a permit to operate a boarding house, nor shall any renter be permitted to rent and/or sublease any available or unoccupied room at the subject residence.
 - (e) The owner of a boarding house must submit a copy of the regulations detailed in this section to all boarders residing in the boarding house.
- (6) Building safety. The boarding house shall conform with all applicable requirements established by building and safety codes adopted by the City of Cerritos in this code.
- (7) Prohibition of garage conversion. In accordance with regulations established in other sections of this code, the garage of a boarding house shall not be reduced in size, demolished or converted and shall retain its primary use of vehicle parking as indicated in the code for the zone in which the boarding house is located.
- (8) Indemnification and Insurance. Boarding house owners shall indemnify and hold harmless the city, its officers, officials, employees, agents and volunteers from and against all claims, damages, expenses, costs, including attorneys' fee, for bodily or personal injury, death or for property damages sustained as a result of operating a boarding house. Boarding house owners shall be required to maintain homeowner's insurance and provide proof of homeowner's insurance in accordance with subsection 20.40.250(2)(d) of this section.

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