

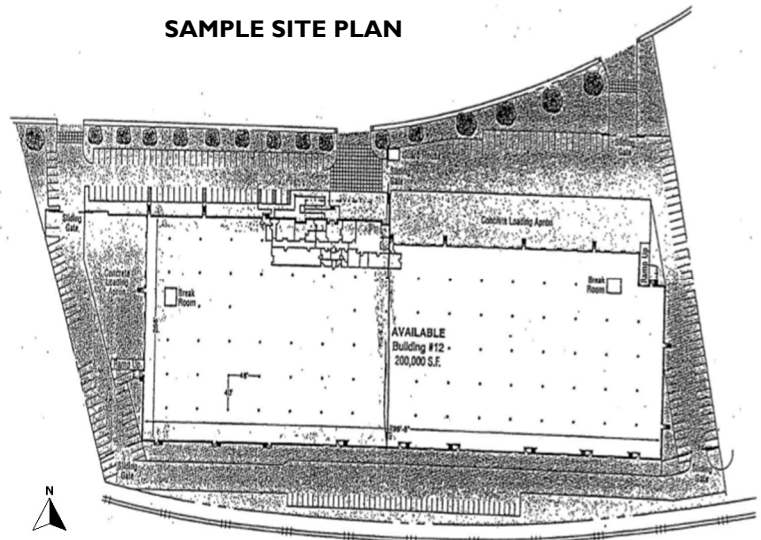


## SITE PLAN/FLOOR PLAN INSTRUCTIONS

All business license applicants are required to upload a site plan and floor plan as part of their business license application. Submit a scanned copy of the site plan and floor plan through the online business license application portal at [permits.cerritos.us](http://permits.cerritos.us).

### SITE PLAN INSTRUCTIONS

- Maximum size 11" x 17"
- A site plan can usually be obtained from your landlord or property management company.
- A site plan should include:
  - An arrow indicating which direction is north.
  - The location of existing buildings and structures.
  - A layout of the parking lot indicating the number of parking spaces for your business.
  - The trash enclosure locations.
  - Landscaped areas.



### FLOOR PLAN INSTRUCTIONS

- Maximum size 11" x 17"
- A floor plan should show:
  - Where exits are located.
  - The location and square footage of offices, restrooms, warehouses. Be sure to label each area.
  - The location of any equipment or machinery to be installed.
  - Where hazardous chemicals or materials will be used and stored.
- A floor plan of the floor your business will be located on must be submitted if your business is in a multi-story building. Please indicate the floor number and draw an outline of your office space on the plan.
- A reduced copy of the original blueprint can usually be obtained from your landlord or property management company.

