

## PHOTOGRAPHY AND FILM PRODUCTION PERMIT APPLICATION

### REQUIREMENTS

#### TO THE APPLICANT:

A Photography and Film Production (P&FP) Permit is required for film, video, or still photography shoots on public and private property within San Fernando city limits. Exemptions may be granted to news media, student films, or an individual taking photography or video for non-commercial use.

Filming is allowed between the hours of 7 am and 10 pm, Monday through Saturday. Sunday filming is allowed from 9 am to 7 pm, in commercial areas only. No Saturday or Sunday filming is allowed in residential areas. Request for filming beyond the permitting hours must have the approval of the City Manager's Office.

P&FP Permits are issued by the City Manager's Office at San Fernando City Hall. Issuance hours are 7:30 am to 5 pm, Monday through Thursday; and 8 am to 5 pm every other Friday (City Hall is closed every other Friday).

All applicants are required to complete a P&FP Permit Application. Applications must generally be made at least 15 days prior to the desired film date. Subsequent to submission, your application will be routed to the appropriate City departments (i.e., Police, Public Works, Recreation and Community Services) and, the City of Los Angeles Fire Department to determine what additional personnel/equipment/etc. will be required.

In addition to completing the P&FP Permit Application, the following will be required:

- **Notification Letter** – A filming notification letter (on your company stationary) must be distributed to all residents, merchants, and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities such as gunfire, special effects, helicopters, etc. may require notification to be distributed to a wider area as determined by the City Manager or his designee. Please note: the notification letter must be approved by the City Manager's Office prior to distribution.
- **Acknowledgement Signatures** – As you distribute the Notification Letter, you will be required to obtain signatures of the residents, merchants, and/or businesses within a 500 foot radius of the filming location acknowledging that they have been made aware of your filming dates/times, the location, and the names of the City streets where your equipment vehicles will be parked.
- **Permission to Use Property for Filming** – You will be required to obtain written permission from the property owner and tenant to film at your requested location.
- **Certificate of Liability Insurance** – A certificate of liability insurance will be required in an amount no less than \$1,000,000.00 naming the City, its officials and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage and to indemnify the City for damage to City property from filming activities. The certificate shall not be subject to cancellation or modifications until after 30 days written notice to the City. The standard general liability special endorsement form mandated by the California Film Commission shall be presented. A copy of the certificate shall remain on file. (SFCC\$22-462)
- **Film Permit Fees and Other Fees** – All fees must be paid to the City in advance of filming and any differences will be adjusted after the filming date. If estimated fees are less than the deposit, a refund will be processed upon completion of filming. If City services received exceed the estimated fees, your company will be invoiced for the balance at net 30 terms.

San Fernando Police Officers are required at productions involving traffic diversion, intermittent traffic control, and shoots that require special effects or stunts which pose a potential for danger. The number of assigned officers is at the discretion of the Police Chief.

**REQUIREMENTS** *Continued*

Pursuant to the San Fernando City Code (§22-144) daily fees for filming or still photography are as follows:

- First Day \$300
- Each Additional Day of the Same Shoot \$100
- Still Photography (daily) \$100

Additional fees may be charged for the following:

- City Personnel (e.g., Police Officers, Public Works personnel)
  - City Facilities (e.g., meeting rooms, park facilities)
  - City Equipment (e.g., Public Works vehicles, barricades, delineators, temporary no parking signs)
  - Miscellaneous (e.g., parking stalls)
- City of Los Angeles Fire Department Permit - Should your request include pyrotechnics, simulated gunfire, car crashes, etc., you will need to obtain approval of the City of Los Angeles Fire Department:

[LAFDFILM@LACITY.ORG](mailto:LAFDFILM@LACITY.ORG) or (213) 978-3670.

A detailed invoice will be generated and provided to you. All required documentation, as well as, payment in full will be required prior to final approval and issuance of a P&FP Permit. Please note: final cost may increase if changes are made after application is submitted and processed.

Additional Information:

- Site Parking – When parking production vehicles in residential neighborhoods, all vehicles must be parked on one side of the street. Such parking allows for the free movement of persons residing in the area and access for emergency vehicles.
- No Parking Signs – Posting of “no parking” signs is not permitted in the San Fernando Mall and surrounding parking lots during peak shopping time (Friday, Saturday, and Sunday), unless specifically authorized by the City Manager’s Office. When required, the City will provide and post all “no parking” signs. All posting must occur at least 24 hours prior to the start of the “no parking” period. Signs must indicate the dates and time the temporary “no parking” is in effect.
- Overnight Parking – Overnight parking of vehicles on city streets is prohibited in San Fernando. Large productions involving multiple days of filming may request permission for overnight parking, which will be considered on a case-by-case by the City Manager’s Office.
- Site Clean-up - The permittee shall conduct operations in an orderly fashion with ongoing attention to the storage of equipment not in use and the clean-up of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site. If the permittee fails to restore the scene to the original condition, the City reserves the right to clean and restore the scene and then charge the permittee for all associated costs.

**QUESTIONS OR ASSISTANCE**

For questions, assistance, or to begin the Photography and Film Production Permit process, please contact Julie M. Fernandez, Executive Assistant to the City Manager, at (818) 898-1202 or via email at [JFERNANDEZ@SFCITY.ORG](mailto:JFERNANDEZ@SFCITY.ORG).

## PHOTOGRAPHY AND FILM PRODUCTION PERMIT APPLICATION

### PRODUCTION COMPANY & CONTACT INFORMATION

|                  |   |   |   |
|------------------|---|---|---|
| COMPANY NAME     |   | TELEPHONE NO.   |   |
| ADDRESS          |   | CITY  | STATE, ZIP CODE                                       |
| LOCATION MANAGER | <i>Check if Main Contact</i> <input type="checkbox"/> | PRODUCTION MANAGER                                    | <i>Check if Main Contact</i> <input type="checkbox"/> |
| TELEPHONE NO.    |   | TELEPHONE NO.   | TELEPHONE NO.   |
| OTHER CONTACT    |   | <i>Check if Main Contact</i> <input type="checkbox"/> |   |

### PRODUCTION/PROJECT INFORMATION

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| PRODUCTION/PROJECT TITLE                                 |  |  | TYPE   |  |  |
| START DATE   | END DATE   | FILMING DATE & TIME START                                    |  | FILMING DATE & TIME END                                      |  |
|  |  | @ <input type="checkbox"/> AM<br><input type="checkbox"/> PM |  | @ <input type="checkbox"/> AM<br><input type="checkbox"/> PM |  |
| TOTAL PERSONNEL  | TOTAL VEHICLES   | TRUCKS   | CARS   | R/Vs   | GENERATORS   |
|  |  |  |  |  | OTHER  |
| PYROTECHNICS   | SPECIAL EFFECTS PERMIT NO.                               |  | PYROTECHNICIAN NAME                                      |  | LICENSE NO.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |  |  |  |
| POLICE SERVICES  | FIRE SERVICES  | POSTINGS   | DUMPSTER   | NUDITY   | ADULT CONTENT  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |  |  |  | PORNOGRAPHY<br><i>Explain Below</i>                          |  |
|  |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No     |  |

### LOCATION INFORMATION

|                    |   |
|--------------------|---|
| PRODUCTION ADDRESS | <input type="checkbox"/> Private Property<br><input type="checkbox"/> City Property |
| PROPERTY OWNER     | BUSINESS OWNER/TENANT NAME  |

DESCRIPTION OF PRODUCTION *See Page 2 for additional space and to include mandatory detailed diagram*

### INSURANCE INFORMATION

|         |                 |
|---------|-----------------|
| COMPANY | EXPIRATION DATE |
|---------|-----------------|

**AUTHORIZATION** *I agree to comply with all city requirements pertaining to the insurance of this permit. I understand that failure to do so may result in the immediate discontinuance of operations, revocation of permit, and/or forfeiture of fees.*

|           |              |      |
|-----------|--------------|------|
| SIGNATURE | NAME (PRINT) | DATE |
|-----------|--------------|------|

### OFFICE USE ONLY

|               |   |                                       |   |  |
|---------------|---|---------------------------------------|---|--|
| DATE RECEIVED | REQUIRED DEPARTMENTS / FEES / DOCUMENTS |                                       |   |  |
|               | <input type="checkbox"/> Finance        | <input type="checkbox"/> C of LA Fire | <input type="checkbox"/> Insurance          | <input type="checkbox"/> City Property       |
|               | <input type="checkbox"/> Public Works   | <input type="checkbox"/> Other        | <input type="checkbox"/> Property Owner Sig | <input type="checkbox"/> Spec Effects Permit |
| DATE ISSUED   | <input type="checkbox"/> Police         | TOTAL                                 | <input type="checkbox"/> Tenant Signature   | <input type="checkbox"/> Pyrotechnician Lic  |
|               | <input type="checkbox"/> Recreation     | Date Paid                             | <input type="checkbox"/> Ack Signatures     | <input type="checkbox"/>                     |

**PRODUCTION/PROJECT INFORMATION**

|   |   |               |
|---|---|---------------|
| PRODUCTION/PROJECT TITLE  | PRODUCTION COMPANY  | CONTACT NAME  |
| PRODUCTION ADDRESS  |   |               |
| FILMING DATE & TIME START<br>@ <input type="checkbox"/> AM<br><input type="checkbox"/> PM | FILMING DATE & TIME END<br>@ <input type="checkbox"/> AM<br><input type="checkbox"/> PM | TELEPHONE NO. |

**PRODUCTION DIAGRAM**

1. Draw you street location, show the nearest intersection(s) and surrounding addresses.
2. Place a series of XXXXXs in front of the address(es) where you plan to park the vehicle(s).
3. Indicate the number of vehicles at each location.

See Attached Diagram ☐

