



Community Development Department
7822 Walker Street, La Palma 90623
(714) 690-3340

FILM PERMIT INFORMATION & GUIDELINES

A Film Permit must be obtained before any filming in the City of La Palma. To obtain a Film Permit, all of the required information must be submitted and the applicable fees must be paid at least two weeks prior to the event. The fees are as follows:

Permit Fee: The City's daily business license fee, as established by the latest Fee Schedule adopted by City Council, applies to film permits. Each subcontractor on the location(s) (caterers, equipment rental companies, etc.) will be required to pay the minimum daily business license fee too.

Staff Costs: Reimbursement of direct costs for all City personnel used (Police, Building, and/or Public Works), based on the current year's Budget. Minimum of 6 hours.

Application Submittal Requirements

Please fill out the Film Permit Application Form completely and attach the following documents:

- a) Production Plan – a sketch of the areas to be used for filming, staging, parking, and other activities during all filming activities. Include names of neighboring streets and property addresses (or parcel numbers).
- b) Permission to Use Property Form – a signed form is required for each privately owned property where any filming activities will occur.
- c) Notification Letter – all residents and merchants within 300 feet of the film location must receive written notice of filming at least three (3) days prior to filming. The letter must be typed on film company letterhead and include the date(s), time(s), specific location(s), the title of the filming and a brief description of the filming activities. The letter shall also include a contact name and telephone number for the Location Manager or other film company representative that will be on location during the filming.

- d) Consent Forms – any filming requiring a street closure will require written consent from 75% of the property owners on the block(s) affected by the closure. Any filming on any residential street, whether the filming is interior or exterior, may be subject to the consent requirement if the Director of Community Development determines that the filming could be seen as a burden to the neighborhood. Examples of this could include extended filming durations, late night/early morning activities, and/or excessive on-street parking requirements.
- e) Student and Non-Profit – those seeking exemption from fee payment must provide either a letter from a film school or proof of non-profit status. Although application fees are waived for student projects, non-profit projects, and public service filming, all other regulations will be enforced and a permit is still required.
- f) Certificate of Insurance Form – proof of insurance, with the City of La Palma named as an additional insured, must be on file with the City prior to filming activity. Minimum requirements are: \$1,000,000 General Liability; \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.

General Conditions & Notes:

- All application forms and fees must be submitted three (3) working days prior to filming. If there is a request or need for a street closure, the application forms and fees must be submitted ten (10) working days prior to filming.
- Permittees will be required to adhere to the City of La Palma Standard Film Permit Conditions of Approval and any additional conditions that are imposed as part of the approval of the Permit. Copies of the Standard Conditions are included in the application packet.
- All postings for parking restrictions must be posted at least 24 hours prior to filming. All vehicles must be legally parked at all times. Private parking of large vehicles is encouraged.
- No Film Permits will be issued for any site with a City Code violation on it. Ask the owner if there are violations before leasing the site.
- Filming frequency at a single site is restricted to six (6) days over any rolling 120-day period in a residential area, and 15 days over any rolling 120-day period in a commercial area. Property owners and/or film companies wishing to exceed this limit may apply for a Conditional Use Permit.
- Filming must be cancelled at least 24 hours in advance of your shoot or Police and Public Works minimums will be due and payable.
- All City Ordinances, including noise standards, shall be adhered to at all times, unless specific authorization is granted in the Film Permit.

- The City must be recognized in any credits that are produced for the final work product.
- Still photographers and their equipment may not block sidewalk or alleyway access. Pedestrian access must be maintained at all times, unless approved in the Film Permit.
- The Orange County Fire Authority provides fire safety services on behalf of the City. It may be necessary to make additional arrangements through them directly (714) 573-6000 / <http://ocfa.org/>.
- Any filming affecting a waterway or state highway will require approvals from the State Film Commission (323) 860-2960 / <http://www.film.ca.gov/Permits.htm> and/or the California Highway Patrol (800) 835-5247 / <http://www.chp.ca.gov/>. It is your responsibility to obtain these approvals prior to filming.

The term “filming” includes all preparation at a location prior to filming, the actual filming, and all clean up, or “strike” of the location. Please fill in all of the information in this application knowing that the time spent on a site begins when the crew first arrives and ends when all of the crew has departed.

If you have any questions feel free to contact the Community Development Department at (714) 690-3340.

Please submit application and fees to the Community Development Department at 7822 Walker Street, La Palma, CA 90623. Checks should be made payable to “The City of La Palma”.