



## INSTRUCTIONS FOR FILING A FILM PERMIT & MAJOR PRODUCTION APPLICATION

1. **Application:** Complete the application and submit all required documents.
  - \*Film Permit applications must be submitted at least **two (2) weeks** prior to any activities.
  - \*Major Production applications must be submitted at least **four (4) weeks** prior to any activities.
  
2. **Plot Plan:** Must specifically identify the layout and various activities taking place. Must show all crew and equipment area, parking, filming locations, and any lighting effects.
  
3. **Filing Fee and Deposit Agreement**
  - a. Photography/Motion Picture Permit: \$950 Flat Fee + \$1,020 Security and Cleaning Deposit
  - b. Major Production Permit: \$3,065 Flat Fee\* + \$1,020 Security and Cleaning Deposit
  - c. Deposit Agreement (**For Major Production Only**)
    - \*Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit as determined by the Director plus the actual cost of Attorney fees.
  
4. **Additional Permits and Fees**

*If required, additional permits must be applied and paid for after receiving Planning Approval.*

  - West Covina Fire Department
    - ◇ Production Facilities: Film Permit
    - ◇ Other Permit Fees Required (e.g. large tents, canopies, use of open flames, generators, etc.)
  - Building and Engineering Division
    - ◇ Encroachment Permit (when there is use of the street or sidewalk right-of-way).
    - ◇ Electrical Permit (when there is use of a temporary power pole or use of a trailer-mounted generator).
  - West Covina Police Department
    - ◇ Police Officer(s) on site at the Fully Allocated Hourly Rate (when required).



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### 5. **Certificate of Liability Insurance**

A minimum \$1,000,000 of general liability coverage is required. A liability insurance certificate and an endorsement naming the City of West Covina as additional insured shall be required for the purposes of the event.

### 6. **Business License**

Obtained online from the City's website, verification required upon Planning Division approval prior to the start of the event. Separate filing of all items is required for each location/lot.

### 7. **Owner's Permission (or their authorized designee)**

A signed letter from the property owner giving the applicant permission to apply for a film permit on the property.

### 8. **Required Public Noticing**

- Film Permit
  - ◇ Provide proof of notification of all adjacent neighbors and all occupants of properties within the same street block as the filming location.
- Major Production
  - ◇ Provide (3) three copies on self adhesive mailing labels for all properties designated by the Director for noticing. It must be prepared from the most recent equalized assessment rolls of the Los Angeles County Assessor, which are available in the County Assessor's branch office, 1190 Durfee Avenue, South El Monte.



# FILM PERMIT (FP) & MAJOR PRODUCTION APPLICATION

A. **Planning Application Requested:**

- Film Permit - Commercial Property no more than 5 days of filming; not including setup
- Film Permit - Residential Property no more than 5 days of filming; not including setup
- Other (Major Production): \_\_\_\_\_

**Case No.**

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B. **Activity Information:**

Property Address: \_\_\_\_\_

Production Type and Title: \_\_\_\_\_

Type of Activity (include description of equipment and vehicles):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates:	Time (Between Hours Of):

Total Days: \_\_\_\_\_ Total Personnel: \_\_\_\_\_

Will there be any animals used during filming? If so, what type and how many?

\_\_\_\_\_

\_\_\_\_\_



# FILM PERMIT (FP) & MAJOR PRODUCTION APPLICATION

Pyrotechnics: \_\_\_\_\_ Technician: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Policy Number: \_\_\_\_\_

C. **Project Coordinator/Applicant Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
UPM Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Coordinating Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

D. **Property Owner Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_



## SECURITY AND CLEANING DEPOSIT AGREEMENT

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Case No.

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This is to certify that I, \_\_\_\_\_  
(applicant)

understand that the \$1,020.00 deposited at the time of the filing of this application will be forfeited and will be used for staff time to clean up trash/debris left on the public right of way and to enforce property maintenance violations on private property, if such is not handled by the applicant by the end of filming/major production activities.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## DEPOSIT AGREEMENT (For Major Production Only)

Case No.

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This is to certify that I, \_\_\_\_\_  
(applicant)

understand that the \$3,065 flat fee paid for at the time of the filing of this application includes one (1) public hearing. If an additional public hearing is required and/or requested, I will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit as determined by the Director plus the actual cost of Attorney fees.

Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the Director, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## FILM PERMIT (FP) & MAJOR PRODUCTION APPLICATION CHECKLIST

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### FOR DEPARTMENT USE ONLY

CASE NO: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

FILING FEE: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

APPLICATION COMPLETE?:

\_\_\_\_\_

### Application Submittal Checklist:

- Plot Plan
- Certificate of Liability Insurance
- Owner's Permission
- Security and Cleaning Deposit Agreement
- Deposit Agreement (For Major Production Only)
- Required Public Noticing