



## APPLICATION FOR FILM PERMIT

Production Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Production/Project Name: \_\_\_\_\_

Type (check one): Feature: \_\_\_\_ Commercial: \_\_\_\_ TV/Web: \_\_\_\_ Other: \_\_\_\_\_

### Responsible Representatives:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Phone-Office: \_\_\_\_\_

Phone-Office: \_\_\_\_\_

After-hours number: \_\_\_\_\_

After-hours number: \_\_\_\_\_

**Location #1:** \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Describe Shots/Action: \_\_\_\_\_

**Location #2:** \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Describe Shots/Action: \_\_\_\_\_

**Location #3:** \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Describe Shots/Action: \_\_\_\_\_

DOES PRODUCTION REQUIRE?	YES	NO	LOCATION (s)
Traffic Control			
Crowd Control			
Posted No Parking			
Set Construction			

Explain extraordinary scenes or needs: \_\_\_\_\_

Indicate number of personnel to be involved: \_\_\_\_\_

Indicate type and number of vehicles: \_\_\_\_\_

Indicate special equipment: \_\_\_\_\_

CITY CHECKLIST		Yes	No	N/A
1.	Business License issued?			
2.	Certificate of Comprehensive Public Liability Insurance of \$1,000,000 with City of Claremont Co-insured and City officers and employees as additional insured.			
3.	Property Owners within 300 feet of filming activity notified?			
4.	Pyrotechnic operator required? License Number:			
5.	Los Angeles County Fire Department review of filming? Fire Permit # _____ Number of Officers Required: _____			
6.	Hold Harmless Agreement executed?			
7.	Parking Plan submitted?			
8.	Written permission of property owner?			
9.	Faithful Performance Bond posted?			
10.	Special permits required?			
11.	Workers' Compensation Insurance Certificate submitted?			

APPROVALS	Signature	Date	Conditions
Filming Permit Coordinator			
Community Development Department			
Community Services Department			
Police Department			
Assistant City Manager			

CITY FEES	Rates	Estimated	Actual
Film Permit Application Fee (110-000-4290)	\$300		
Business License Tax (filming fee) 2021 (110-0000-4150)	\$614.08		
Permit Amendment (each) (110-000-4290)	\$250		
Police Services (contact PD for availability) (110-0000-4740)	3 HR Min (Call for Cost)		
Expedited Application Fee (under 10 days) (110-0000-4290)	\$150		
California CAsp fee	\$4		
City Technology fee	\$3.15		
Other City Services			

\*Credit card transactions will be charged a 2% service fee.

**IMPORTANT NOTICE:**

All applicable City requirements must be met. These include zoning ordinances, building ordinances, and sign regulations, as well as fire and safety ordinances. No permit will be issued until approved by all appropriate City staff.

I have read the statements in this application form and do certify the accuracy of the information as presented.

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

Title: \_\_\_\_\_