

**CITY OF WHITTIER  
FILM PERMIT GUIDELINES**

**A. GENERAL INFORMATION**

1. The City of Whittier designates the Whittier Police Department to work directly with the production company for the issuance of a film permit. The Police Department's number is (562) 945-8281.
2. All permit applications shall be submitted in writing. The production company is to make an appointment with designee to discuss filming proposals.
3. The designee shall expedite the permit process by coordinating all Whittier City department reviews and proposals, including the Los Angeles County Fire Department Film Desk, which provides fire services to the City of Whittier.
4. The permit shall be issued within five full working days of the submission of a completed application.
5. Unlimited permit "riders" (a written attachment to the permit that accommodates changes) shall be used. The City of Whittier has the right to require submission of a new or additional application for requests which involve a substantial change to any material element of the original permit, including, but not limited to, addition of pyrotechnics, more than two additional days of filming, change of location, or for when a proposed rider is submitted after expiration of the original permit. A permit cannot be extended or amended by the rider after the completion of the filming activity. All riders not submitted in a timely manner will be subject to an additional fee.
6. If other non-Whittier City agencies (e.g., Caltrans, Los Angeles County, any school district, etc.) have jurisdiction, the designee shall require the permit applicant to notify such overlapping jurisdictions, obtain appropriate consents and/or permits, and shall list such other agencies in writing on the permit.
7. The permit application fee is \$400.00 for filming; \$200.00 for still photography, which is non-refundable, and which is due at the time of submission of the film permit application. This fee does not include para-police charges (\$89.20 per hour; police car \$9.25 per hour; minimum 3 hours) or Public Works Department fees which vary due to labor, materials, etc. All fees must be paid in advance. Police officers assigned may enforce this permit.
8. A business license will need to be issued to the production company and the companies working for the production company, e.g. catering companies, crane companies, security companies, etc. To obtain a business license, please call (562) 464-3315.

9. If the production company is going to use a Whittier City park, an additional permit must be issued through the Park Department and additional fees could be incurred, including fees for a park caretaker and/or use fees authorized by the City Council.

10. **All set up, filming and strike down shall occur between the hours of 6 a.m. and 10 p.m.**

11. Filming in the Uptown Business District is limited to filming approved by the Whittier Uptown Association (map of District is attached).

## **B. INSTRUCTIONS**

Please fill out the Application Form completely and attach the following documents to the form provided, as applicable:

1. Scaled Plan - required for all filming activities which require parking or occupancy of any vehicle, equipment or person associated with the filming activity on the public right-of-way.

2. Notification Letter - all residents and merchants within 300 feet of the film location must receive notice of filming. The letter must be typed on film company letterhead per the attached instructions.

The letter shall state the following:

(a) Name of your company, type of filming, name of your production and that you are proposing to film in their neighborhood.

(b) Dates and times you propose to be on location.

(c) Film activities.

(d) Construction and strike down plans.

(e) Number of vehicles that will be parked on the street on their block.

(f) Information so that neighbors could contact you if proposed filming plans will conflict with any gardening or home improvement plans.

3. Certificate of Insurance Form - must be on file with the City of Whittier prior to filming activity. Requirements are: \$1,000,000 General Liability; \$1,000,000 Auto Coverage, and statutory limits for Worker's Compensation.

### **C. INSURANCE REQUIREMENTS**

Prior to issuance of a film permit, the production company shall provide the City of Whittier with the following certificates of insurance:

- (1.) Commercial General Liability Insurance. The production company shall maintain commercial general liability insurance naming the City of Whittier, its officers, employees, agents, volunteers and representatives as additional insured(s). The amounts of insurance shall not be less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1 million per occurrence.
- (2.) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1 million per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- (3.) Worker's Compensation Insurance. In accordance with the provisions of the Labor Code, the production company, if the production company has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance.

The City of Whittier shall be given thirty (30) days written notice of cancellation or material change to the insurance required.

### **D. CONDITIONS**

1. There are to be no obstructions at driveways and intersections unless authorized to do so by conditions of permit.
2. The stopping of traffic is not permitted on any street for filming at any time unless approved by the City of Whittier and unless noted on your film permit.
3. A street closure or lane closure is not permitted on any street unless noted on your permit and approved by the City.
4. No pyrotechnics, no hazardous materials, no open flame, no vehicles inside a structure shall be used without a permit from the Los Angeles County Fire Department. The permit holder shall comply with all requirements of the Los Angeles County Fire Department, including having fire personnel present to ensure safety as required by the department.
5. Street parking in residential areas is not permitted, except a limited number of equipment vehicles used to produce the film may be parked at the site in accordance with a parking plan drawn to scale on the Whittier City form and approved by the Whittier Police Department. No film permits will be issued without the approval of the parking plan. Vehicles involved with film production (including crew cars and catering trucks) may park

in private driveways or at zoned parking lots.

6. Required Public Service and Safety Employees (Police, Fire, Public Works, Parks):

(a) Off-duty police and/or fire personnel requirements shall be determined by the Police and Fire Departments, and any City or County personnel required at the location(s) shall be at the permittee's expense.

(b) Payment for personnel must be made upon receipt of permit, and any additional hours of work will be billed by the Accounts Receivable Department of the City of Whittier.

(c) A minimum of three (3) hours is to be paid for each police employee required by the permit, or requested by the permittee. Additional police personnel may be requested by the permittee at the time the application is filed. The permit holder shall pay the actual burdened rate for the actual hours worked by any public works, parks, or other public employees whose services are required in connection with the filming.

(d) The responsibilities of the public safety and other personnel encompass the interest of the citizens of the City of Whittier as well as the movie company. These officers are employees of the City of Whittier, not the movie company, and they will enforce all the City of Whittier regulations and the provisions of the film permit.

(e) On-site supervision by public safety personnel is in the public interest, however, the requirement for both fire personnel and police officer(s) may be modified at the discretion of those departments.

(f) The police officer will enforce the ending time listed on your permit. They are not authorized to extend it. The ending time means, "taillights with last truck leaving."

(g) The minimum fine for violations of the permit conditions is \$500 per permit violation.

7. The production company must have a copy of the film permit in its possession.

8. Filming is to comply with all relevant provisions in the Whittier Municipal Code and all relevant City ordinances.

9. All neighbors within 300 feet must be notified by mail at least three days prior to filming activities. This distance shall be measured by the linear distance in each direction from the nearest adjacent property lines of the location on all sides to all properties within a 300 foot radius, regardless of whether the properties are separated by a street, alley or other property. The filming shall not preclude ingress or egress from any adjacent private property, unless the signatures of 100% of the property owners and tenants whose properties would be affected have been obtained.

The permit holder will be responsible for handling all the affected inquiries and complaints within the immediate area of filming. Resolution of the problems in a prompt and courteous manner will be necessary and appreciated before filming.

10. If applicant intends to use wild animals, chemicals, explosives or fire, or intends to engage in any other hazardous activity, a statement to that effect is required in the

application.

11. The City of Whittier shall have the privilege of inspecting the premises covered by this permit at any or all times.
12. This permit shall not be assigned and any attempt to assign renders this permit null and void, without the express written approval from the City of Whittier.
13. Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical disability.
14. Commercial filming, on public property or within public view, of any person naked or engaged in pornographic, lewd or obscene behavior is outside the scope of the permit and is strictly prohibited.
15. A public use fee may be assessed to the permit for street closures, parks, etc.
16. The location manager, or his or her designated representative, must be present at the filming location until pre-filming activities are completed, and must communicate to the production company the conditions of the permit.
17. Permittee agrees to comply with all applicable laws and to maintain any public premises used in the filming in good condition and to return said premises in the same condition as existed before said use.
18. The production company is expected to follow all federal, state, and local regulations, as well as prudent safety practices.
19. The City of Whittier may summarily revoke a permit and stop the production in the event the permittee does not adhere to all conditions of approval.

If you have any questions, please contact the City Manager's office at (562) 464-3306.

**ALL FEES MUST BE PAID IN ADVANCE, BEFORE FILMING BEGINS.**

I have read and understand the above policies/guidelines of the City of Whittier and agree to all the terms and conditions set forth above.

Company Representative:

\_\_\_\_\_

Signature and Title

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