



## FILM & PHOTOGRAPHY PERMIT INSTRUCTIONS & CHECKLIST

A City of Cerritos Film & Photography Permit is required for any commercial film production and/or still photography shoot occurring in the City of Cerritos including, but not limited to, film productions, student film productions, and/or commercial still photography. Please review the following information prior to submitting a Film & Photography Permit Application:

### **How to submit a Film & Photography Permit Application:**

A complete application must be submitted at least two (2) weeks in advance of the first day of on-site filming preparations. Applications submitted less than two (2) weeks, or ten (10) business days, from the first day of on-site filming preparations will not be accepted. Large scale productions may require a longer review period. Filming proposals requiring building permits, traffic control, or other coordination, will require additional processing time. Before submitting a Film & Photography Application, please call (562) 916-1201 to discuss your proposed application with City staff or submit an online film inquiry at the following link: [https://cerritosca.seamlessdocs.com/f/film\\_permit\\_inquiry](https://cerritosca.seamlessdocs.com/f/film_permit_inquiry)

### **A complete application must contain the following documents:**

- Film & Photography Permit Application (page 4)
- Terms & Conditions (page 6)
- Full written description/cover letter of filming activity and storyline
- Site Plan showing the location and layout of production, including the location of all vehicle parking, equipment staging, and filming activities, etc.
- Traffic Control/Parking Plan, if filming outdoors
- Property Owner Authorization and/or executed Location Agreement
- Certificate of General Liability Insurance and an endorsement of a minimum coverage of \$1 million (or a total of \$5 million for production at the Cerritos Center for the Performing Arts and the Cerritos Olympic Swim & Fitness Center)
  - The City of Cerritos must be listed as the certificate holder and the Description of Operations must include the required City language (see pages 7-8 for samples)
- Approved Los Angeles County Fire Department Film Permit
  - Los Angeles County Fire Department's Public Safety & Film Unit at [818-364-8240](tel:818-364-8240) or <https://fire.lacounty.gov/public-safety-and-film-unit/>
- Payment of permit fees:
  - Application fee: \$250.00 per day of filming
  - If filming in multiple locations, a \$200 fee is charged for each additional location
  - Additional facility rental fees, filming use fees, and staff fees are assessed to the filming/photography at City facilities and/or City-owned properties. Fees are based on proposed use, project duration, and required staff resources, and will be provided to the applicant separately.



# FILM & PHOTOGRAPHY PERMIT GENERAL GUIDELINES

## **General Filming & Photography Guidelines:**

1. **Filming Hours:** Normal filming and photography hours are from 7:00 a.m. to 10:00 p.m. Any request for filming outside these hours may require additional review timeframes.
2. **Film Permit Duration:** An approved Film & Photography Permit is valid for five (5) consecutive calendar days and may be renewed at the discretion of the Director of the Department of Community Development, if it causes no interference with the public use of the facility or the overall health and safety of the public.
3. **Applicant Responsibility:** Unless otherwise identified, the applicant serves as the primary point-of-contact and representative of the production company throughout the entire duration of the production. Should there be multiple contacts for various phases of the production, such persons shall be identified in writing as part of the written description/cover letter and/or within the Film & Photography Permit Application.
4. **Compliance:** The applicant shall be on site at all times to ensure that all guidelines for use, policies and procedures, and applicable Local, State and Federal laws are being adhered to. All permits and licenses required to conduct the permitted activities shall be obtained and in full effect.
5. **Termination of Production:** If permit terms are violated, the City of Cerritos may revoke a Film & Photography Permit at any time. In the event that an authorized representative of the City of Cerritos finds that activities being conducted by the applicant unnecessarily endangers the health and safety of any person, that said activities are or will cause damage to real property, or the schedule or restrictions specified in the permit are not adhered to, the City may suspend or cancel the permit. The City of Cerritos reserves the right to cancel the permit at any time without incurring any liability to the applicant whatsoever. Any deposits or fees may be partially or totally forfeited. The Los Angeles County Sheriff's Department is the law enforcement agency for the City of Cerritos and may enforce all conditions of the permit to protect the health and safety of its citizens.
6. **Production Activities:**
  - **Lighting:** Any external lighting used for filming must not be directed into public streets or residential areas without prior approval of the City of Cerritos.
  - **Special Effects:** Any filming activity that requires the use of flammable materials, explosive devices, or open flames is considered a special effect. The applicant must obtain a special effects permit from the Los Angeles County Fire Department Public Safety & Film Unit. All special effects permits require a licensed special effects pyrotechnics operator.
  - **Gunfire/Firearms:** Gunfire or the brandishing of firearms must be identified in the permit request. This activity may require a Los Angeles County Sheriff's Department deputy be present to ensure safety and proper notification to appropriate law enforcement offices. Gunfire activity can require extensive notification beyond the standard 500 feet to ensure all those potentially affected by the activity are notified.
  - **Storage:** No equipment or vehicles will be stored overnight without prior approval of the City of Cerritos.
  - **Utilities:** Electricity, sanitary facilities, phones, photocopy service and trash receptacles shall be provided by the applicant.
  - **Signage:** All signs erected or removed for filming purposes will be removed or replaced by the applicant upon completion of the use of that location unless otherwise stipulated by the Film & Photography Permit. This is to include signs posted to direct the company to the location.
7. **Public Safety:**
  - **Sheriff:** Applicants are responsible for contacting and hiring Los Angeles County Sheriff's Department deputies if required by their permit. All Los Angeles County Sheriff's Department deputies have the authority to enforce all filming permits issued within the limits of the City of Cerritos. They are authorized to enforce, modify, or revoke a permit for safety reasons.

- Fire Department: A permit from the Los Angeles County Fire Department is required for all filming/photography in the City of Cerritos. The applicant is required to comply with the terms of the permit which may include hiring Fire Safety Advisors/Officers to be on site for the duration of filming/photography.
8. Street Closures:
- Traffic: The applicant must provide the City of Cerritos and Los Angeles County Sheriff's Department with location schedules and a diagram for any street closures to prevent potential traffic and/or parking problems.
  - "No Parking" Signage: Temporary "No Parking" signs may be permitted and must be requested by the applicant as part of the Film & Photography Permit Application. Temporary signs are only required for production equipment and crew vehicles that wish to park in unpermitted parking zones and do not apply to cast/crew parking. The applicant is responsible for posting signs 48 hours in advance and may not be enforced if temporary signs are posted less than 48 hours. All temporary signage shall be subject to inspection by City staff. The applicant is responsible for all posting materials and services.
  - Intermittent Traffic Control (ITC): ITC is allowed on roadways for a maximum of two (2) minutes at a time, upon request by the applicant. ITC requests must be included as part of the written description/cover letter to be submitted with the Film & Photography Permit Application. The applicant is required to use Los Angeles County Sheriff's deputies for any filming requiring ITC and is responsible for requesting and paying applicable fees for the required deputies. A copy of any such requests and/or approvals from Los Angeles County must be submitted to the City as part of the Film & Photography Permit Application.
  - Traffic Lanes Closure: Various streets and roads may be closed to through traffic for filming. If applicable, a detailed traffic plan must be submitted as part of a Film & Photography Permit Application. Consideration is given to the activity, type of road, volume of traffic, day and time of request, and other factors to determine the feasibility of the closure. Advance warning signs and all other traffic control devices for approved closures must conform to Federal, State, and local regulations. Production companies are required to use Los Angeles County Sheriff's deputies for traffic control.
9. City Facilities:
- Staff Oversight: A Facility Coordinator or authorized City of Cerritos representative will be assigned to the production at a cost billed to the applicant. The representative will have the right to enter area of use at all times during the period covered by the permit in order to ensure compliance with the permit.
  - Food Sales and/or Consumption: Except where otherwise designated, no food or drink is permitted in the interior of City facilities during filming. Areas of use by the applicant are to be kept continually free of trash and debris and maintained in a safe manner. Cables, dolly track, and other potential hazards are to be shielded. Interior floors are to be protected with layout board. Exterior landscaped areas are to be undisturbed unless otherwise agreed. Cast and crew meals shall be confined to the area designated in the Film & Photography Permit. Individuals shall eat within their designated meal area. All trash must be disposed of properly upon completion of the meal.
  - Facility Maintenance: The applicant will not damage or deface any part of the areas being used. Specifically, the applicant will not drive or allow others to drive nails, tacks or screws into any part of a building or its furnishings therein or apply tape or other materials to walls. The applicant will cover all interior floor surfaces with layout board or mats as required to protect flooring. The applicant will not remove, trim, cut, or in any way alter trees and/or landscaping without prior approval of the City of Cerritos. The applicant will restore site to the original condition upon completion of shooting unless otherwise approved by the City.
10. Credits:
- If your Production includes credits, a "Thank You to the City of Cerritos" would be appreciated.



# FILM & PHOTOGRAPHY PERMIT APPLICATION

Please complete this Film & Photography Permit Application, along with all applicable supporting documentation as outlined in the Film & Photography Permit Instructions and Checklist (page 1), to the City of Cerritos, Department of Community Development. Please allow a minimum of two (2) weeks, or ten (10) business days, for the processing of a Film & Photography Permit.

## FILM & PHOTOGRAPHY INFORMATION

Type of Production (check all that apply):

- Motion Picture
- Student Filming
- Still Photography
- Other (describe below): \_\_\_\_\_
- TV Show/Program
- Non-profit

## PRODUCTION COMPANY INFORMATION

Production Company Name: \_\_\_\_\_  
 Production Company Address: \_\_\_\_\_

## APPLICANT INFORMATION

Name and Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## FILM & PHOTOGRAPHY LOCATION INFORMATION

Name and Address of Location: \_\_\_\_\_  
 Name and Title of Location Contact (if different from applicant information above): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Number of Cast and Crew: \_\_\_\_\_  
 Production equipment to be used for this production (including any trucks/vehicles that will be parked on site):  
 \_\_\_\_\_  
 \_\_\_\_\_

## DATES AND HOURS OF PRODUCTION (includes preparation and filming)

Date/s:	Time/s:	Location/s:	Activity:

Filming Activity (Describe in detail any and all interior/exterior activity. Please use additional pages, if necessary.):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<p><b>Film &amp; Photography Permit Number: FPP #</b> _____</p> <p><b><u>Submittal Documents:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Completed Application</li><li><input type="checkbox"/> Terms &amp; Conditions signed by the applicant</li><li><input type="checkbox"/> Cover Letter</li><li><input type="checkbox"/> Site Plan and/or Traffic Plan</li><li><input type="checkbox"/> Insurance Documents and endorsement</li></ul> <p><b><u>Approval Documents:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Los Angeles County Fire Department</li><li><input type="checkbox"/> Property Owner Authorization</li><li><input type="checkbox"/> Proof of Reservation of City Facilities (permit, payment, etc.)</li></ul> <p><b><u>Payment Receipts:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Community Development Fee</li><li><input type="checkbox"/> Other City Department: _____</li></ul>	<p style="text-align: center;"><b><u>City of Cerritos Department of Community Development Approval</u></b></p> <p>_____</p> <p>Staff Signature</p> <p>_____</p> <p>Date</p> <p>Issuance of the Film &amp; Photography permit serves as final approval and subject to all applicable terms and conditions.</p>



# FILM & PHOTOGRAPHY PERMIT TERMS & CONDITIONS

1. This permit is issued to the applicant by the City of Cerritos for the purpose of filming a commercial motion picture, television film, or still photograph within the City of Cerritos.
2. This permit must be in the possession of the applicant at all times while on location. Posted parking regulations and/or vehicle code regulations will be enforced unless otherwise noted.
3. On or before the date of the expiration of this permit, the permittee shall remove from said properties all location sets, structures, rubbish, and unsightly matter placed on the property by the applicant. In the event that the applicant fails to do so, the City may cause the same to be done and applicant agrees to pay the City for its cost incurred therefore.
4. This permit shall not be assigned by the applicant without the written consent of the City.
5. This permit may be terminated at any time by either of the parties hereto, and until so terminated the applicant agrees to abide by all the terms and conditions hereof, and to pay all fees and charges herein provided.
6. Applicant shall be subjected to the City's control and instructions of the City representative assigned for the purpose of avoiding any interference with the operations of the City's facilities or property.
7. Applicant acknowledges and represents that it has inspected City's properties, knows the condition thereof, and assumes full responsibility for any injury to persons or damage to property by reason of the use of said properties under this permit and undertakes and agrees to release and hold harmless and indemnify the City and all its officers and employees from and against all actions, claims, loss, demands, expense, damage or liability of any nature whatsoever, for death or injury to any person or damage to any property in any manner arising by reason of or incident to the exercise or enjoyment of the premises herein given whether or not caused solely or contributed to by any act or omission, active or passive, negligent or otherwise, of the City, or any officer, employee or agent.
8. Applicant agrees that the City of Cerritos does not endorse the content or subject matter of the filming project and that the content or subject matter does not necessarily reflect the beliefs of the City of Cerritos and/or its officers, employees and agents. Applicant further agrees that the use of a City of Cerritos facility or property does not imply such endorsement.
9. Applicant agrees that the City of Cerritos and/or its officers, employees and agents, shall bear no responsibility and shall not be liable for any delay or cancellation of filming caused by acts of God, weather conditions, acts of other governmental entities, acts of independent contractors performing under contract with the City of Cerritos, or any other cause, condition or activity beyond the control of the City of Cerritos.

## APPLICANT ACKNOWLEDGEMENT & AGREEMENT

- I, the undersigned, have read and do understand and agree with the aforementioned Film & Photography Permit Terms & Conditions and do certify that I will abide by and enforce the rules, regulations, and policies governing the facility.
- I will accept all responsibility for any damage to the premises including property, furnishings or equipment arising from the use of this facility.
- In compliance with the facility's policies and procedures, I will ensure that any company with which I have a contract will also abide by the policies and procedures.

Applicant's Name: \_\_\_\_\_

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

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