



City of Alhambra

PHOTO/FILMING PERMIT INSTRUCTIONS & APPLICATION



The Photo/Filming Permit Application:

This packet is designed to provide you with all the forms and information you will need to complete your Photography/Filming Permit application. Please read the material carefully. To allow sufficient time to review and process your application, a completed application, including all related forms and documents, should be submitted to the Finance Department **within FIVE (5) working business days of the filming; exceptions include filming involving stunts, which requires six (6) business days and filming requiring road closures along major thoroughfares, which requires ten (10) business days (more or less depending on the filming location).** Incomplete applications will not be processed. If you have questions about the permit fees and requirements, please call the City of Alhambra Finance office at (626) 570-5021. Submit your application to: **City of Alhambra-Attn: Finance/Filming Permits, 111 South First Street, Alhambra, California 91801 or E-Mail.**

Required Forms:

- **Photography/Filming Permit Application** - is your primary information form for the City. Please note the film cancellation policy and waivers as your signature binds you to the agreement.
- **"Parking and Location Plan" / Scaled Plan** - provides specific details on all vehicles and production equipment associated with the photo/filming activities.
- **"Encroachment Permit"** - shall be submitted for approval to the Public Works Department whenever there are plans to use the Public Right of Way, for parking or storing of vehicles or equipment and/or for using or traversing on public property by individuals, animals, vehicles or equipment.
- **"Permission to Use Property" Form** - written authorization from property owners (residential and/or business) within 100 feet of the photo/filming location.
- **"Approval for Photo/Filming" Form** - written authorization from property owners/tenants (residential and/or business) within 100 feet of the photo/filming location.
- **"Proposed Photo/Filming Activity" Form** - must be mailed or hand-delivered to all residences and/or businesses within 100 feet of the film location at least three days prior to photo/filming activities.
- **"Temporary Use Permit"** – shall be submitted for approval by the Development Services Department for photo/filming activities on private property when the actual filming is at a separate location.
- **"Rider for Photo/Filming Permit"** - after the initial application is submitted, any and all proposed production changes shall be submitted on this form to the City of Alhambra Finance/Permit Specialist.
- **"Proposed Park and Golf Course Use"** – shall be submitted for approval by the Community Services Department whenever one of the City’s parks or the golf course is a designated location for photo/filming activities.
- **"Pyrotechnics/Special Effects Permit"** - shall be submitted whenever any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms, burn scenes, or any other effect or stunts that pose a potential for danger or disruption to individuals or the surrounding area.
- **"Helicopter/Aircraft Permit"** - shall be submitted for approval by Police and Fire Departments whenever a helicopter or aircraft of any nature is used. Compliance with all FAA licensing and applicable regulations shall be required.

City Contacts:

Finance	Mxin@cityofalhambra.org	Ph: (626) 570-5021	Fax: (626) 308-4868
Police Department	Brian Chung	Ph: (626) 570-5138	Fax: (626) 284-5978
Fire Department	Tracy Horaites	Ph: (626) 570-5190	Fax: (626) 457-8961
Public Works Dept.	Robert Bias	Ph: (626) 570-5067	Fax: (626) 282-5833
Community Services Dept.	Mike Macias	Ph: (626) 570-5044	Fax: (626) 282-9419
Development Services Dept.	Paul Lam	Ph: (626) 570-5034	Fax: (626) 458-4201



City of Alhambra

PHOTOGRAPHY/FILMING PERMIT APPLICATION



Production Company Information

Production Co./Applicant _____

Address _____ City _____ State _____ Zip Code _____

Phone (_____) _____ Fax (_____) _____

Main Contact Name _____ Title _____

Phone # (_____) _____ Cell (_____) _____

Production Mgr. _____ Ph: (_____) _____ Cell: (_____) _____

Location Mgr. _____ Ph: (_____) _____ Cell: (_____) _____

Permit Agency _____ Ph: (_____) _____ Fax: (_____) _____

E-mail address: _____

Project Information

Photo/Film Title _____

Type: Feature Film; TV Movie; TV Show; Still Photography; Commercial; Music; Student/Nonprofit; Other

PART I:

Photo Shoot/Filming Locations & Dates: (NOTE: Please duplicate **PART I** if there are to be additional location sites in Alhambra.)

Location # _____ (1, 2 or 3) / Description: _____

Add'l Building or Facility Info: (Name) _____ (Address) _____

Property: Public Park; School Private Business.; Public Bldg.; Public Street/Sidewalk; Residence; Other

Venue: Indoors; Outdoors / Traffic Control: Yes; No / Street Blockage: Yes; No / Reserved Parking: Yes; No

	Photo/Film Prep	Shoot	Strike
Date(s)			
Time			
# Cast/Crew			
# Vehicles			

Number of Vehicles:

Cars & Vans: _____; Trucks/Trailers/RVs _____; Camera/Picture Cars: _____; Cranes/Condors _____; Other _____

Generators _____; Type of Generators _____ Max. Anticipated Decibel Levels: _____

Address (Basecamp) _____ Address (Crew Parking) _____

City of Alhambra

PHOTOGRAPHY/FILMING PERMIT APPLICATION



PART II:

Describe Interior Photo Shoot/Filming Activities _____

Describe Exterior Photo Shoot/Filming Activities _____

Traffic: If photographing or filming on City street(s) and or property, please submit a separate site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled (if a street, sidewalk, or road closure is involved, you need a street closure permit).

If the photo shoot or filming is to take place on City streets, describe planned arrangements for temporary restrooms and removal of refuse generated by your production (if there are more than 15 personnel):

Posting No Parking:

Street _____ Date _____ Time _____

Street _____ Date _____ Time _____

Street _____ Date _____ Time _____

Photo Shoot/Filming Activities (If "YES", indicate location #'s as described on page 1 of this application)

Use of animals? Yes; No; Location #(s) _____

If YES, how many/what type? _____

Use of tents over 200 SF? Yes; No; Location #(s) _____

Use of minors? Yes; No; Location #(s) _____

Use of canopies over 400 SF? Yes; No; Location #(s) _____

Staging of any aerial stunt or elements in your shoot? If yes, please attach details thereof. Yes; No

Use of nudity? Yes; No; Location #(s) _____

Camera(s) on the Curb Lane? Yes; No; Location #(s) _____

Camera(s) on the Sidewalk? Yes; No; Location #(s) _____

Drive by? Yes; No; Location #(s) _____; Drive up/away? Yes; No; Location #(s) _____

Drive with flow of traffic? Yes; No; Location #(s) _____

Tow Shots? Yes; No; Location #(s) _____

ITC? Yes; No; Location #(s) _____

Wet Down? Yes; No; Location #(s) _____

Refuelers? Yes; No; Location #(s) _____

Police Escort? Yes; No; Location #(s) _____

Music Playback? Yes; No; Location #(s) _____

Welding? Yes; No; Location #(s) _____

Photo Shoot/Filming activities before 7 a.m. and/or after 7 p.m.? Yes; No; Location #(s) _____

City of Alhambra

PHOTOGRAPHY/FILMING PERMIT APPLICATION



Pyrotechnics & Special Effects:

Yes; No - Will you be using pyrotechnics (fireworks) or explosives at this location?

If yes, please complete the attached Pyrotechnics/Special Effects Permit form.

Yes; No - Will you be using hazardous materials? If so please list.

Helicopter/Aircraft:

Yes; No - Will you be using a helicopter/aircraft at this location?

If yes, please complete the attached Helicopter/Aircraft Permit form.

PART III:

Schedule of Fees for Photography / Filming Activities

Payment of all permit fees must be made prior to final confirmation of the filming.

Filming Permit Application Fee	\$79.00 (non-refundable)
Filming/Still Photography (Commercial)	\$344.00 per day
Still Photography (Private Property)	\$0
Student filming permit	\$54.00*
No Parking Signs	\$10.00 per sign
Parking in City Parking Lot or Structure	\$14 per vehicle
Temporary Use Permit	\$120 per site
Public Safety Fees (Police / 4 hour minimum)	
Police Officer	\$100 per hour (minimum 4 hours)
Fire Personnel	\$100 per hour (minimum 4 hours)

Additional Fees: Additional fees may be charged for other personnel, equipment and vehicle expenses incurred by the City to assist a photo/film project. The fees will reflect actual costs to the City. A deposit may be required in advance.

Overpayments will be refunded and under-payments will be billed within thirty days (30) of the final day of shooting and are due and payable within thirty (30) days of the billing date.

Cancellation: The production company is required to notify the Police Department and Fire Department if cancellation occurs. The City will not refund the Filming Permit Application Fee.

PART IV:

Insurance

If filming on City property, a \$5,000,000 liability policy is needed with the city listed as additionally insured. **The word “Endeavor” must be crossed out.** If filming on County property (i.e. courthouse or D.W.P. building), you must provide a copy of written approval from the County.

*Proof of Student Status: School letter and Student ID.

City of Alhambra

PHOTOGRAPHY/FILMING PERMIT APPLICATION



PART V:

Agreement with the Terms & Conditions of the Photography / Filming Permit

I hereby certify that all information included in this application is complete and accurate. I understand that failure to comply with the laws and requirements of the City may result in the immediate discontinuation of operations and/or revocation of this permit.

Name (Printed) _____ Title _____ Phone No. _____

Authorized Signature _____ Company _____ Date _____

City Authorization _____ Date _____

For City Use Only

Approvals:

Police Dept. _____ Date _____ **Fire Dept.** _____ Date _____

Public Works _____ Date _____ **Finance Dept.** _____ Date _____

Community Svc. _____ Date _____ **City Clerk** _____ Date _____

Risk Management _____ Date _____

Application Fee	\$79		\$79
Permit Fee (Filming/Commercial)	\$344 x	# days =	\$
Permit Fee (Still Photography/Commercial)	\$100 x	# days =	\$
Police Officer (#1) – 4 hours minimum:	\$100 x	# hours =	\$
Police Officer (#2) – 4 hours minimum	\$100 x	# hours =	\$
Fire Personnel (#1) – 4 hours minimum	\$100 x	# hours =	\$
<i>Other:</i>			
No Parking Sign(s) provided by City	\$10 x	# signs =	\$
Parking in City Lot or Structure	\$14 x	# vehicles=	\$
Temporary Use Permit	\$120 x	# sites =	\$
SUBTOTAL			\$

Permit #: _____ Date Issued: _____ Issued By: _____

City of Alhambra

"PARKING & LOCATION PLAN" / "SCALED PLAN" FORM



Production Title: _____ Production Co.: _____

Location Mgr: _____ Ph: (_____) _____ Cell: (_____) _____

Photo/Film Title: _____

Move-In Time: _____ Start Time: _____ End Time: _____ Move Out Time _____

Parking: Indicate the number and type of vehicles you will park on the street at this location:

___ Trailers ___ Vehicles <40-ft. ___ Vehicles >40-ft. ___ Crane ___ Water Truck ___ Picture Cars

___ Pop-out Trailers ___ Generators ___ Honey wagon ___ Condor ___ Shuttle Van ___ Personal Cars

Address (Basecamp) _____ (Crew Parking) _____

BELOW:

1. Draw your location street (show the nearest intersection) and show all surrounding addresses.
2. Check (√) each address where the property owner provided a signature.
3. Place a series of xxxx's in front of those addresses where you plan to park or want the option of parking.
4. Please indicate Red Zones, Yellow Zones, "No Parking Anytime" zones and Bus Zones.
5. Please show camera placements with a < and dolly tracks with an IIIII. Show cranes with a ☒ and a generator with a ⊗
6. NOTE: Company shall park in front of those addresses where a signature was obtained.

Scaled Plan

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City of Alhambra

"ENCROACHMENT" FORM



Production Title: _____

Name of Production Company _____

Address _____ City _____ State _____ Zip _____

Company Phone (____) _____ Cell Ph: (____) _____ Fax: (____) _____

The undersigned hereby applies for permission to encroach on the following City-owned Right of Way or other property: _____

Description of encroachment or work to be done: _____

Contractor _____

Address _____

Company Phone (____) _____ City _____ State _____ Zip _____

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for the issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, the Alhambra Municipal Code, and any special conditions hereon, or attached hereto. I agree to hold the City harmless from any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the City of Alhambra.

Permittee: _____

Signature: _____ Date: _____

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Public Works Review & Approval: _____ Date: _____

Special Condition(s): _____

Permission is granted to perform the activities described above to the statutes, ordinances and conditions described above. Special conditions hereon and attached hereto are made a part hereof by reference. The permission is granted for the period of _____ to _____ Extended to: _____

By: _____ Date: _____

City of Alhambra

PERMISSION TO USE PROPERTY FOR PHOTOGRAPHY/FILMING FORM



I/We, _____, property owner(s) of _____
(Name) *(Street Address)*

_____, _____ Phone (_____) _____
(City) *(State)* *(Zip)*

hereby give permission for _____ to use my/our property for the
(Film Company)

purpose of photography/filming scenes of _____
(Project Title)

on the following date(s) _____ and time(s) _____.

In order to be granted a Photography/Filming Permit, the Permittee must apply for all necessary permits and maintain all legally required liability insurance as required by the City of Alhambra. Once a permit is granted, all personnel required to ensure public safety will be on location. By signing the permit application, the Permittee has agreed to abide by all City, County, State and Federal regulations and any specific guidelines applicable to your neighborhood. A copy of the City of Alhambra’s Filming Policy and Guidelines is available at City of Alhambra – Film Liaison Office, 111 S. First Street, Alhambra, CA 91801, or by calling (626) 570-5011; one will be mailed upon request.

By signing this form, the property owners/tenants understand that the City of Alhambra is exempt from any liability from any property damage or injury to property owners/tenants, family, employee(s), or any other personnel or animal on the property during the production, including setup, removal of props, and equipment and operation of vehicles.

OWNER (S) OF THE PROPERTY

Name (please print)

Name (please print)

Signature

Signature

Telephone Number

Telephone Number

City of Alhambra

PROPOSED PHOTOGRAPHY/FILMING ACTIVITY FORM



DATE OF NOTICE: _____

Dear Resident:

The City of Alhambra would like to inform you that the production company listed below has applied for a Photo/Film Permit for the purpose of [] filming / [] taking still photo shots in your neighborhood:

Title of Project/Film _____

Company Name: _____

Location Manager: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Cell Phone: (_____) _____

Location of Filming: _____

Activity: _____

Number of vehicles to be parked on city streets in the area: _____

Date(s) of filming: _____ Hours of filming: _____

Other special conditions: _____

With the approval of the Permit Application, the Production Company and its representatives shall make every reasonable effort to accommodate the residential neighbors and businesses affected by the production. At all times, they shall behave in a courteous manner, comply with noise level as standards, and maintain access for residents, motorists and pedestrians.

If you have any questions or concerns about the proposed filming activities, please contact their company representative _____ at (_____) _____ - _____ or call one of the following City staff:

Finance Dept. (626) 570-5021 Fax: (626) 308-4868
Police Department On-Duty Watch Commander* Ph: (626) 570-5130 Fax: (626) 284-5978
*(*After normal business hours and on weekends)*

City of Alhambra

PROPOSED PHOTOGRAPHY/FILMING ACTIVITY FORM



Property owners/tenants whose properties are located within 100-feet of a photo shoot/filming location must provide **written permission acknowledging the potential impact such activities or additional parked vehicles may have on their neighborhood and/or property.** If photo/filming activities will take place in the rear of a property, written permission is also required from owners/tenants abutting the rear of such location. By signing this form, the property owners/tenants understand that the City of Alhambra is exempt from any liability from any property damage or injury to property owners/tenants, family, employee(s), or any other personnel or animal on the property during the production, including setup, removal of props, and equipment and operation of vehicles.

I/We, the undersigned, have been made aware that the following Company

_____ has taken out a permit to [] photograph/ [] film scenes of the following Project Name/Film Title:

_____ at _____, Alhambra, CA on _____.
(Address) (Date[s])

The regular working hours (including set up / take down) will be: _____.

There will be approximately _____ equipment vehicles parked on our street.

Scene Description: _____

Signatures of Adjacent Property Owner(s) & Tenant(s)

NAME: _____

ADDRESS: _____

HOME PH: (_____) _____ CELL PH: (_____) _____

SIGNATURE _____

APPROVE: I/we the adjacent property owners and/or tenants, to photography/filming location hereby state that we **raise no objections** to the above referenced [] photography / [] filming activity.

OBJECT: I/we the adjacent property owners and/or tenants, to the photography/filming location hereby **object** to the above referenced [] photography / [] filming activity for the following reasons:

City of Alhambra

"RIDER FOR PHOTO/FILMING PERMIT" FORM



Permit # _____

RIDER #: _____

Date _____

Production Title: _____ Production Co: _____

Contact: _____ Phone: (_____) _____

Filming Dates: _____ Times: _____ Posting: _____

Describe Changes (s): _____

DATE(S)	HOURS	PHOTO/FILM	CONSTRUCT	STRIKE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Requirements Met:

Police _____ By _____ Cancelled in Time [] Yes; No []

Fire _____ By _____ Cancelled in Time [] Yes; No []

PW _____ By _____ Cancelled in Time [] Yes; No []

.....

Except as amended above, all other terms and provisions of the original permit shall remain in force. When signed by a City Official, this Rider becomes part of and must be attached to the original permit at all times.

Company Representative/Date

City Official/Date

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Additional Fees

Permit _____

Police _____

Fire _____

Location _____

Miscellaneous _____

TOTAL _____

Additional Attachments

Agreements _____

Signatures _____

Parking Plan _____

Notification _____

City of Alhambra

"PYROTECHNICS/SPECIAL EFFECTS PERMIT" FORM



This form shall be completed whenever any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms (including blanks), burn scenes, automobile crashes, chase scenes, or any type of jumps involving automobiles, motorcycles or people. Any stunt which by its nature poses a potential for danger or disruption to individuals or the surrounding area must be detailed below.

Production Title: _____

Name of Production Company _____

Address _____ City _____ State _____ Zip _____

Company Phone (____) _____ Cell Ph: (____) _____ Fax: (____) _____

Location Where Pyrotechnic Device is to be Discharged: _____

Special Effects Coordinator _____ License # _____

Pyrotechnician's Name _____ License # _____

Names of Assistants and License Numbers:

_____ License # _____

_____ License # _____

_____ License # _____

Type and Quantity of Special Effects Materials Being Brought to Location: _____

Type of Vehicle to Transport Pyrotechnic Materials: _____

Type of Fire Suppression Equipment and Standby Personnel to be Provided: _____

Detailed Description of Activity (Attach additional pages if necessary): _____

I certify that the Permittee will carry out the proposed activity in accordance with the Health and Safety Code, Title 19, Fireworks Laws & Regulations, and any other laws applicable thereto. All fire and life safety procedures as required by federal, state and local regulations will be followed.

Signature of Applicant/Permittee: _____ Date: _____

FOR CITY USE ONLY

Fire Dept. Review & Approval: _____ Date: _____

Fire Dept. Condition(s): _____

City of Alhambra

“HELICOPTER/AIRCRAFT PERMIT” FORM



This form shall be completed whenever any type of aircraft is used during a film production or photo shoot. A detailed flight plan and diagram of approach and takeoff paths for off-airport/helicopter landings must also be attached. All Aerial Coordinators and/or Pilots in Command shall possess a current FAA approved Motion Picture and Television Operations manual and accompanying Waiver. The Waiver is specific to those Federal Aviation regulations specified in the approved manual. A copy of the FAA required Plan of Activity and approved Operations Manual shall also be available to the Production Company prior to aerial operations.

Production Title: _____

Name of Production Company _____

Address _____ City _____ State _____ Zip _____

Company Phone (____) _____ Cell Ph: (____) _____ Fax: (____) _____

Special Effects Coordinator _____ License # _____

PILOT'S NAME	CERTIFICATE NUMBER	AIRMAN'S CERTIFICATE CLASS	RATINGS & LIMITATIONS

Aircraft Company: _____ Phone # (____) _____

Address _____ City _____ State _____ Zip _____

Insurance Company of Aircraft: _____ Policy # _____

Injury & Damage Liability Limits: _____

Location & Description of Landing Zone _____

Other Landing Zone(s): _____

Description of Flight Path: _____

Number of Aircraft(s) Simultaneously in Flight: _____

Number of Landings: _____ Expected Flight Hours: _____

Number of Operations _____ Night-time Operation: [] Yes; [] No

Detailed Description of Activity (Attach additional pages if necessary): _____

Signature of Applicant/Permittee: _____ Date: _____

FOR CITY USE ONLY

Fire Dept. Review & Approval: _____ Date: _____

Fire Dept. Condition(s): _____