



City of Pasadena
Film Permit Application

filmoffice@cityofpasadena.net
filmpasadena.com

Film Permit #: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Please print legibly & with black ink.
\*We're closed every other Friday.

FILM OFFICE, 100 N GARFIELD AVENUE, 4th Floor, PASADENA, CA 91109 / (626) 744-3964

- COMMERCIAL FEATURE TV SERIES TV MOVIE REALITY TV DOCS MUSIC VIDEO WEB
STILLS STUDENT PSA Director's Reel (attach budget top sheet) OTHER

Production Title: \_\_\_\_\_ Total # Cast/ Extras: \_\_\_\_\_ # Crew: \_\_\_\_\_

Company: \_\_\_\_\_ Office Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Location Mgr: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Asst Loc Mgr: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Location Department Office Phone: \_\_\_\_\_

Director / Photographer: \_\_\_\_\_ Production Manager: \_\_\_\_\_

Permit Svc & Contact: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Working before 7am or after 7pm? Please indicate why this is a necessity: \_\_ Budget \_\_ Scheduling \_\_ Creative \_\_ Property Requirement

FILMING LOCATIONS/ DATES & TIMES

LOCATION(S):

1: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_

2: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_

3: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_

4: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_

5: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_

CELEBRITY CAST MEMBERS: \_\_\_\_\_

FILMING ACTION: Write all the location numbers that apply.

For example: 1,2,5 INT Dialogue means interior dialogue at Locations 1, 2 & 5.

Table with 4 columns of filming activities: INT Dialogue, EXT Dialogue, Dolly on Sidewalk, Equip on Sidewalk, Dolly in Curb Lane, Camera in Curb Lane, Sidewalk Closure, Lane Closure, Street Closure, Driving w/ Flow, Drive Up/ Away/ By, Tow Shots, ITC, IPC, ITC # Hours, Police Car/Motor, Process Trailer, Tents/Popups, Relocate Bus, Wet Down, Rain /Snow Effects, Animals, Cranes / Condors/ Lifts, Ritter Fans, Nudity or Partial Nudity, Music Playback, Backyard Filming, BeeBee/ Musco Light, Overnight Parking.

DESCRIPTION OF FILMING ACTIVITIES:

Blank lines for describing filming activities.

<b>PREP DATES/TIMES</b>	<b>STRIKE DATES/TIMES</b>
Prep Date(s) Loc #1: _____ Times: _____	Strike Date(s) Loc #1: _____ Times: _____
Prep Date(s) Loc #2: _____ Times: _____	Strike Date(s) Loc #2: _____ Times: _____
Prep Date(s) Loc #3: _____ Times: _____	Strike Date(s) Loc #3: _____ Times: _____
Prep Date(s) Loc #4: _____ Times: _____	Strike Date(s) Loc #4: _____ Times: _____
Prep Date(s) Loc #5: _____ Times: _____	Strike Date(s) Loc #5: _____ Times: _____

**CONSTRUCTION:** Production companies are responsible for calling Miriam Carter – Public Works (626) 744-6736 Natalie Ouwersloot - Water (626) 744-7011 and John Orolfo, Power (626) 744-4175 to check on construction in the requested filming area.

**AUTHORIZED TRASH HAULERS:** Film production companies using a trash hauler on location in Pasadena are only permitted to use an approved City of Pasadena Trash and Recycling Company found on the approved vendor list available on our website [www.filmpasadena.com](http://www.filmpasadena.com) and the Public Works website: [http://www.ci.pasadena.ca.us/PublicWorks/Franchise\\_System\\_Requirements](http://www.ci.pasadena.ca.us/PublicWorks/Franchise_System_Requirements).

<b>CATERING SERVICES</b>	Name of Catering Company: _____
Address: _____	Phone number: _____
Jurisdiction of Health Permit: _____	Health Permit #: _____ EXP: _____
<b>All foodservice operations including caterers and mobile food vehicles are required to provide a current and valid health permit at the time of filming. Failure to provide may result in closure of the operation. Foodservice consisting of less than 25 square feet of prepackaged, non-potentially hazardous food items does not require a health permit.</b>	

**LIST ON STREET PARKING ONLY**

Number (#) of vehicles/equipment you plan to park on City Streets:

# _____ Trucks	# _____ Genie	# _____ Moho/Trailers	# _____ Honeywagon	# _____ Picture Cars
# _____ Crew Cars	# _____ Vans	# _____ Musco/Bebee	# _____ Cranes/condors/lifts	# _____ Car carrier

**Address of Basecamp(s):** \_\_\_\_\_

**Address of Crew Parking:** \_\_\_\_\_

<b>COMPANY SIGNATURE</b>
<i>I have read and agree to the terms and conditions of this permit application. By filing and signing this Permit Application, the Company represents it has reviewed and will adhere to all Pasadena Filming Permit Terms &amp; Conditions, Operational Guidelines, and the Pasadena Filming Ordinance including all standard and special conditions attached hereto including:</i>
<b>THIS PERMIT REQUIRES TAILLIGHTS</b> (Last truck leaves) by _____ <b>AM/ PM</b> . Please plan your wrap accordingly. Filming end time listed on the first page of the permit should match taillights time. If necessary, Officer or Filming Monitor will enforce a camera wrap ½ before permit expires.
<b>POSTING:</b> Company is responsible for posting and removing <b>No Parking signs</b> . Indicate all posting of city streets on your Parking Plan. Posting must be <b>up 24 hrs prior</b> to call time and removed immediately after shoot. No parking signs may be purchased at the Film Office at 100 N Garfield Ave, 4 <sup>th</sup> Flr, Pasadena, CA 91109. <b>Please call 626-744-6440 after the signs are posted. ADA COMPLIANCE:</b> The City of Pasadena requests the use of ADA compliant cable coverings such as WASP, Line Backer and Cross Guard. <b>CANCELLATION POLICY:</b> Permit riders that cancel filming, change hours or change dates which affect personnel staffing must be filed with the City by 11:00 a.m. the prior business day or personnel minimums will be due and payable. There is a \$118.51 charge for riders.
<b>Company Rep Signature:</b> _____ <b>Date:</b> _____
Signing here and submitting the first 3 pages of this permit application will initiate the permit review process with the City. Make sure it's complete and <b>CALL US TO MAKE SURE WE RECEIVED IT</b> . Email application to: <a href="mailto:filloffice@cityofpasadena.net">filloffice@cityofpasadena.net</a> . A coordinator will contact you with the next steps.

**CITY USE ONLY**

**SPECIAL CONDITIONS FROM THE CITY OF PASADENA:**



**CITY OF PASADENA APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# Fire Department

## Filming Activity Supplemental Questionnaire

In order to properly assess the proposed filming activity, please complete this questionnaire. It is imperative that the information be completely clear, accurate, comprehensive and forthcoming. When in doubt, a detailed explanation is better than a three word statement. The more clear your answers, the better our decision-making process can be. There are no “correct answers.” Just inform us of what your plans are.

YES	NO	QUESTION/ISSUE	Additional Information/Description
		Name of location(s), if any? (e.g. Smith Residence, John Muir High School, Raymond Restaurant)	
		Type of location(s)? (e.g. school, restaurant, house)	
		Is the location a government property?	
		Does the location have a fire sprinkler system?	
		Does the location have a fire alarm system?	
		Will the location be open to the public?	
		Smoke or fog effects?	
		Candles? If yes, #	
		Using an existing fireplace?	CHECK ONE: <input type="checkbox"/> NO <input type="checkbox"/> YES – WOOD ONLY <input type="checkbox"/> YES–Existing Natural Gas <input type="checkbox"/> YES – Added Gases
		Other fire effects?	
		Pyrotechnics?	If YES, have your pyrotechnician contact the Fire Department, James Weckerle at 626-744-4288. Describe pyro:
		Gunfire? Weapons?	Load level?
		Filming off-road in a brush area?	
		Hand-held equipment only?	
		Cooking outdoors? (Does not include cooking in a catering truck).	

Attach additional sheets as needed to fully describe your activities. This checklist must be submitted as part of your Film Permit Application filing. (Check if it's a **RED FLAG** fire hazard day at your location: [http://www.cityofpasadena.net/fire/red\\_flag/](http://www.cityofpasadena.net/fire/red_flag/) If your location street is designated a **red flag area**, street parking is denied on red flag days.)