



City of Pasadena
Film Permit Application

filloffice@cityofpasadena.net
filmpasadena.com

Film Permit #: _____

Date of Issue: _____

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

FILM OFFICE, 175 N GARFIELD AVENUE, 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.

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

DESCRIPTION OF FILMING ACTIVITIES:

PREP DATES/TIMES	STRIKE DATES/TIMES
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 and the Public Works website: http://www.ci.pasadena.ca.us/PublicWorks/Franchise_System_Requirements.

CATERING SERVICES	Name of Catering Company: _____
Address: _____	Phone number: _____
Jurisdiction of Health Permit: _____	Health Permit #: _____ EXP: _____
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.	

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: _____

COMPANY SIGNATURE
<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 & Conditions, Operational Guidelines, and the Pasadena Filming Ordinance including all standard and special conditions attached hereto including:</i>
THIS PERMIT REQUIRES TAILLIGHTS (Last truck leaves) by _____ AM/ PM . 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.
POSTING: Company is responsible for posting and removing No Parking signs . Indicate all posting of city streets on your Parking Plan. Posting must be up 24 hrs prior to call time and removed immediately after shoot. No parking signs may be purchased at the Film Office at 175 N Garfield Ave, Pasadena, CA 91109. Please call 626-744-6440 after the signs are posted. ADA
COMPLIANCE: The City of Pasadena requests the use of ADA compliant cable coverings such as WASP, Line Backer and Cross Guard. CANCELLATION POLICY: 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 \$121.72 charge for riders.
Company Rep Signature: _____ Date: _____
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 CALL US TO MAKE SURE WE RECEIVED IT . Email application to: filloffice@cityofpasadena.net . 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
NA	NA	Type of location(s)?	(e.g. school, restaurant, house)
NA	NA	Name of location(s), if any?	(e.g. Smith Residence, John Muir High School, Raymond Restaurant)
		Is the location a government property?	
		Does the location have a fire sprinkler system?	
		Does the location have a fire alarm system?	Presence of an alarm system that needs to be monitored requires an FSO assignment.
		Will the location be open to the public?	No pyrotechnics ___ No hazardous materials ___ No open flame ___ No vehicles inside structure ___ No smoke within structure ___ 20' clear fire access to be maintained at all times to include driveways ___
		Smoke or fog effects?	
		Candles? If yes, #	
		Using an existing fireplace?	CHECK ONE: NO YES – WOOD ONLY YES–Existing Natural Gas YES – Added Gases
		Other fire effects?	
		Pyrotechnics?	If YES, have your pyrotechnician contact the Fire Department, James Weckerle at 626-744-4288. Describe pyro:
		Will the Production involve the use of tents larger than 10' x 10'? Combined total square foot of 400' requires tent permit.	Pop-up tents must be secured to ground with ballast. Must maintain separation by at least 20' without a tent permit. All tents and pop-ups shall bear California State Fire Marshal fire resistance labels. No cooking or open flame within any tent. No open flame or cooking on filming site or at basecamp without FSO assignment.
		Gunfire? Weapons?	Load level?
		Filming off-road in a brush area? Red Flag	
		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/) If your location street is designated a **red flag area**, street parking is denied on red flag days.)

___ **NO FIRE SAFETY OFFICER REQUIRED:** The Production Company is expected to follow all Federal, State, and Local regulations, as well as prudent safety measures. (OFFICE USE ONLY)_