

# PERMIT APPLICATION INFORMATION SHEET



Thank you for coordinating your film permit request through FilmL.A. This information sheet has been prepared to shed light on the permit application process and to assist us in providing you with the best possible customer service.

FilmL.A. has consolidated its permit application and approvals process into our [Online Permit System \(OPS\)](#), providing unparalleled convenience and real-time access for our permit seeking customers. With OPS in place, written, faxed and emailed applications are fast becoming obsolete. We encourage you to take advantage of the many features OPS has to offer, but should you need them, standard permit application forms are also available.

No matter what method you choose to apply for your permit, the following guidelines will apply.

## TIMELINESS OF APPLICATIONS:

- Permit applications must be received by FilmL.A. at least three (3) working days prior to your first proposed date of filming, unless it involves requests for sign posting for parking or single lane/full-street closures.
- When requesting signs to be posted for street parking, four (4) working days notice are required, and your application must be received in our office by 4:00 p.m.
- Single lane and full-street closures require additional time to process. Please contact our office if you have any questions regarding the amount of lead time needed based on the extent of your request.
- Confirmation notices are distributed instantly when OPS is used to submit a permit application. With standard forms, we distribute confirmation notices within two (2) hours by the same method used to submit the application.
- It is the applicant's responsibility to contact FilmL.A. if a confirmation notice is not received.

## APPLICATION COMPLETENESS:

- All submissions must be legible and include all information requested, including: email address, fax number, prep and strike dates, summary of scene, and Thomas Bros. Guide map page and grid numbers for each location.
- Parking sign posting requests must include all of the following information as follows:
  - Thomas Bros. map page & grid number
  - Side of the Street (N/S for "North Side" and B/S for "Both Sides", etc.)
  - Street Name & Type (AVE., ST., DR., BLVD., ETC.)
  - Dates and Hours Requested
- If an application section does not apply to your project, please indicate by entering N/A (not applicable) in the space.
- Permit services submitting written applications must also supply a production company fax or email address, depending on the method of application.
- Illegible or incomplete applications will be returned for correction and processing will be delayed.

## INSURANCE VERIFICATION:

- Proof of insurance meeting the requirements of FilmL.A. and all client jurisdictions in which you plan to film must be on file before processing of your application can begin.

## LIABILITY FOR FEES:

- **FilmL.A. permit application and rider fees are non-refundable. This fee is assessed once processing has begun by a production coordinator. Once your permit or rider has been processed for release, payment is required on the entire amount due (including all municipal fees & deposits), regardless of whether your plans have changed.**
- If you decide to cancel your permit or rider application after processing has begun, you will be held responsible for payment of all fees already applied. These fees usually include, but are not limited to, the non-refundable application fee, posting & notification fees that have already been completed.
- Although the basic application fee is **\$625** for filming and **\$60** for still photography, there will likely be additional fees associated with your permit depending on your choice of locations and the activities you plan to film. A partial list of fees is available on our website; for more information about fees, you must call us.

## PAYMENT POLICIES:

- Customers are encouraged to apply for FilmL.A.'s "Permits on Account" business credit program. Acceptance into the program is determined based on a uniform set of credit eligibility criteria.
- For non-credit customers with long-term insurance policies on file, FilmL.A. accepts payment by cash, cashiers check, money order or company check in USD. Personal checks and credit cards cannot be accepted.
- For non-credit customers with short-term insurance policies on file, FilmL.A. accepts payment by cash, cashiers check or money order in USD only (no checks).
- For production company customers applying for permits as part of a "co-production," FilmL.A. accepts payment by cash, cashiers check or money order in USD only (no checks).

## PERMIT DELIVERY OPTIONS:

- Instant electronic delivery is available to "Permits on Account" holders in good standing.
- Messenger delivery is available for a nominal fee.
- In-office pickup is available during business hours.

### FilmL.A., Inc.

1201 W. 5<sup>th</sup> Street • Suite T-800 • Los Angeles, CA 90017  
213.977.8600 t. • 213.977.8610 f. • [www.filmla.com](http://www.filmla.com)



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## PERMIT APPLICATION REQUEST

### General Permit Information

Production Title: \_\_\_\_\_

Type of Production: \_\_\_\_\_

### Production Company Information

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### Insured Company Information

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### Location Manager

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Office: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Location Assistant

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Office: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Producer:

\_\_\_\_\_

### 1<sup>st</sup> AD:

\_\_\_\_\_

### Director:

\_\_\_\_\_

### Production Manager:

\_\_\_\_\_

### Permit Service Company Information

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



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## PERMIT APPLICATION REQUEST (LOCATION 1)

### Location Description

Type of location: \_\_\_\_\_ Thomas Guide Page #: \_\_\_\_\_  
 Open: \_\_\_\_\_ Closed: \_\_\_\_\_ Thomas Guide Grid #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Dates

Prep Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Filming Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Strike Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hold Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

### Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____



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**PERMIT APPLICATION REQUEST  
 (LOCATION 1)**

**Filming Activities**

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**Gunfire**

<b>Shot Type</b>	<b>Load Type</b>	<b># Takes Per Day</b>	<b># Times Per Take</b>
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Effects**

F/X Permit Number: \_\_\_\_\_

<b>Type</b>	<b># Takes Per Day</b>	<b># Times Per Take</b>
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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## PERMIT APPLICATION REQUEST (LOCATION 1)

### Base Camp/Crew Parking

#### Base Camp

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

#### Crew Parking

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

### Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

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#### Lane/Full Closure

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## PERMIT APPLICATION REQUEST (LOCATION 2)

### Location Description

Type of location: \_\_\_\_\_ Thomas Guide Page #: \_\_\_\_\_  
 Open: \_\_\_\_\_ Closed: \_\_\_\_\_ Thomas Guide Grid #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Dates

Prep Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Filming Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Strike Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hold Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

### Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____



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**PERMIT APPLICATION REQUEST  
 (LOCATION 2)**

**Filming Activities**

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**Gunfire**

Shot Type	Load Type	# Takes Per Day	# Times Per Take
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire:

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**Special Effects**

F/X Permit Number: \_\_\_\_\_

Type	# Takes Per Day	# Times Per Take
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene:

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## PERMIT APPLICATION REQUEST (LOCATION 2)

### Base Camp/Crew Parking

#### Base Camp

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

#### Crew Parking

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

### Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

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#### Lane/Full Closure

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## PERMIT APPLICATION REQUEST (LOCATION 3)

### Location Description

Type of location: \_\_\_\_\_ Thomas Guide Page #: \_\_\_\_\_  
 Open: \_\_\_\_\_ Closed: \_\_\_\_\_ Thomas Guide Grid #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Dates

Prep Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Filming Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Strike Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hold Date(s) & Time(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

### Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____



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**PERMIT APPLICATION REQUEST  
 (LOCATION 3)**

**Filming Activities**

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**Gunfire**

<b>Shot Type</b>	<b>Load Type</b>	<b># Takes Per Day</b>	<b># Times Per Take</b>
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Effects**

F/X Permit Number: \_\_\_\_\_

<b>Type</b>	<b># Takes Per Day</b>	<b># Times Per Take</b>
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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### PERMIT APPLICATION REQUEST (LOCATION 3)

**Base Camp/Crew Parking**

**Base Camp**

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

**Crew Parking**

Location Type: \_\_\_\_\_ Address: \_\_\_\_\_

**Posted Parking/Closures**

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

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Lane/Full Closure

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