

COMMERCIAL FILMING PERMIT CHECKLIST

1. Completed Permit Application _____
2. Temporary Business License Application _____
3. Letter of Permission to use property _____
4. Notification letters to adjacent property owners _____
5. Signature Survey of residences/business owners stating "No Objection" _____
6. Certificate of Insurance (California Admitted Carrier; Rating A:VII) _____
7. Services Needed:
City _____
Sheriff _____
Fire _____

County Road Department
(Deposit Required)
8. Street Closures _____
9. Temporary Business License Fee (\$107 per day)
Film Permit Fee (\$168 per event)

OFFICE USE:

Application
Insurance
Business License (\$107)
Letter of Permission
Letter from Adjacent
Property/Business Owners

PACKET INCLUDES: **Application Form**
 Business License Form
 Signature Survey Form
 Insurance Form
 T.C. Municipal Code Handout
 Checklist

CITY OF TEMPLE CITY

APPLICATION FOR COMMERCIAL FILMING PERMIT

Production Company Name:
Address:
_____ (Street)
_____ (City) _____ (State) _____ (Zip Code)
Telephone Number: ()
Contact Person:

Production Title:
Production Type: Feature ___ Television ___ Commercial ___ Other ___
Unit Manager:
Assistant Director:
Location Manager:
Other Personnel:

SPECIFIC LOCATIONS	ACTIVITY

Interior ___ Exterior ___ Both ___

PLEASE FILL IN DATE(S), HOURS, AND CHECK APPROPRIATE BOX				
DATES	HOURS	CONSTRUCT	FILM	STRIKE

Total Days: ___ Total Personnel: ___ Autos: ___ Trucks: ___
 Generator: ___ Other Equipment: ___ Animals*: ___ Minors*: ___
 Pyrotechnics**: ___

PERMITTEE AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND TO MAINTAIN THE PREMISES IN GOOD CONDITION AND TO RETURN SAID PREMISES IN THE SAME CONDITION AS THEY WERE BEFORE SAID USE. A REFUNDABLE DEPOSIT MAY BE REQUIRED.

Unless greater or lessor coverage is requested, Permittee agrees to furnish the City of Temple City evidence of \$1 million comprehensive general liability insurance in the form of a certificate, covering the entire period of this permit, endorsing the City of Temple City and its employees as additional insureds by a California admitted carrier with a Best rating of A:VII or better. Permittee waives all claims against the City of Temple City, its officers, agents and employees, for fees or damage caused by, arising out of, or in any way connected with the exercise of this permit.

_____ Company Representative _____ Date

* If you are employing minors or using animals in your production, there may be governmental agencies you must contact. Please inquire.
 ** Requires City Council Approval.

FOR CITY USE ONLY

Fee Collected: _____ Insurance: _____

	DATE	APPROVAL	SIGNATURE
LA County Fire Prevention Bureau			
LA County Sheriff's Department			
Public Works Coordinator/Road Dept.			
City Manager			
City Council			



CITY OF TEMPLE CITY
 9701 LAS TUNAS DRIVE
 TEMPLE CITY, CA 91780
 (626) 285-2171

DATE: _____

ZONING CLASS: _____

PLANNING'S INITIALS: _____

APPLICATION FOR BUSINESS LICENSE

PLEASE CHECK APPLICABLE STATUS/CLASSIFICATION				
NEW BUSINESS _____	CHANGE OF:	OWNERSHIP _____	LOCATION _____	BUSINESS _____
RETAILER _____	WHOLSALER/MFG _____	HOME OCCUPATION _____	SPECIALTY BUSINESS _____ Specify: _____	
SERVICE _____	PROFESSIONAL _____	BUSINESS BY VEHICLE _____		
BUSINESS NAME (DBA): _____				
BUSINESS ADDRESS: _____				
MAILING ADDRESS (IF DIFFERENT): _____				
BUSINESS PHONE #:		ANTICIPATED BUSINESS START DATE:		
STATE/REG LICENSE #:	EXPIRATION DATE:	RESALE/ SALES TAX #:		
FEDERAL EMPLOYEE I.D. OR SOCIAL SECURITY NUMBER:		STATE EMPLOYEE I.D. NUMBER:		
BUSINESS OWNER'S NAME:		TITLE:	CA DRIVER'S LICENSE #:	
HOME ADDRESS:		HOME PHONE #:		
NUMBER OF EMPLOYEES WORKING MORE THAN 20 HOURS/WEEK (NOT INCLUDING OWNERS): _____ <i>If you have employees, please provide the City with proof of Worker's Compensation</i>				
NUMBER OF VEHICLES USED FOR PURPOSE OF YOUR BUSINESS? _____				
DO YOU HAVE VENDING/VIDEO MACHINES? <i>circle one</i> YES NO IF YES, HOW MANY? _____				
ARE YOU A FIREARMS DEALER? <i>circle one</i> YES NO				
IS THE BUSINESS OWNED BY AN: INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____ ?				
<i>If applicable, please provide a copy of Articles of Incorporation and the following information on all principal officers:</i>				
NAME:		TITLE:	CA DRIVER'S LICENSE #:	
HOME ADDRESS:		HOME PHONE #:		
NAME:		TITLE:	CA DRIVER'S LICENSE #:	
HOME ADDRESS:		HOME PHONE #:		
PROPERTY OWNER'S NAME:			PHONE #:	
ADDRESS: _____				

HAVE YOU OPERATED THIS BUSINESS UNDER ANOTHER NAME AND/OR AT ANOTHER LOCATION? *If yes, state other name/location:*

WILL THERE BE ANY OUTSIDE STORAGE? *If yes, describe the kind below and indicate the location on the site/floor plan:*

WILL THERE BE ANY HANDLING, TRANSPORTATION, STORAGE OR MANUFACTURING OF ANY EXPLOSIVE, FLAMMABLE, TOXIC OR OTHER HAZARDOUS GASES, LIQUIDS OR SOLIDS? *If yes, describe the kind and location – tanks and other principle storage must be shown on the plot/floor plans:*

WILL THERE BE ANY ALTERATION(S) TO THE STRUCTURE TO ACCOMMODATE YOUR BUSINESS USE? *For example, new rooms, walls, interior offices, installation or removal of major equipment. If yes, show on plot/floor plan and describe below:*

DESCRIBE YOUR BUSINESS ACTIVITIES IN DETAIL:

Article V Section 5135: NO PART OF THE LICENSE FEE COLLECTED SHALL BE RETURNED BUT SHALL BE FORFEITED TO THE CITY.

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. AS A CONDITION FOR THE ISSUANCE OF THE CERTIFICATE APPLIED FOR, I MUST AGREE TO SUBMIT ANY ADDITIONAL INFORMATION THAT MAY BE REQUIRED; CONDUCT ALL PHASES OF THIS BUSINESS IN ACCORDANCE WITH REGULATIONS ESTABLISH FOR SUCH BUSINESS AND TO MAINTAIN ALL PERSONNEL, VEHICLES, AND/OR EQUIPMENT THAT MAY BE USED IN CONNECTION THERWITH, IN CONFORMANCE WITH ALL APPLICABLE LAWS, ORDINANCES AND REGULATIONS.

APPLICANT'S SIGNATURE: _____ DATE: _____

PARTNER/OFFICER'S SIGNATURE: _____ DATE: _____

Please return this application as well as the attached forms along with your remittance to the City Hall. Make all checks payable to the "City of Temple City." The amount to be paid is shown on the fee schedule. If you have any questions, call the Business License Division at (626) 285-2171.

FOR OFFICE USE ONLY

LICENSE FEE	\$ _____	RECEIPT # BL	_____
PRORATION	\$ _____	AMT RECEIVED	\$ _____
PERMIT FEE	\$ _____	DATE RECEIVED	_____
SHERIFF FEE	\$ _____	RECEIVED BY	_____
OCCUPANCY FEE	\$ _____	C.U.P	_____
EMPLOYEE FEE	\$ _____		
TOTAL	\$ _____		

ARTICLE V - BUSINESS LICENSES AND PERMITS

CHAPTER 2 - BUSINESS PERMITS

PART II - COMMERCIAL FILMING

SECTIONS

5220	DEFINITIONS
5221	PERMIT REQUIRED
5222	PERMIT FEE
5223	APPLICATION
5224	INSURANCE
5225	SEPARATE LICENSE
5226	SPECIAL SERVICES
5227	POSTING

5220. DEFINITIONS

- A. **Charitable Films** shall mean commercials, motion pictures, television programs, video tapes or still photography produced by a non-profit organization, which qualifies under Section 501(C)3 of the Internal Revenue Code as a charitable organization. No person directly or indirectly shall receive a profit from the marketing or production of a charitable film.
- B. **Filming or Filming Activity** shall mean and include all activity attendant to staging or shooting motion pictures, television shows, video tapes, commercials and still photography.
- C. **Student Films** shall mean motion pictures, television programs, video tapes or still photography made for the purpose of a school project.

5221. PERMIT REQUIRED.

- A. No person shall use any public or private property, facility or residence for the purpose of filming activity without first applying for and receiving a permit as provided in this part.
- B. The provisions of this part shall not apply to or affect reporters, photographers or camera operators in the employ of a newspaper, news service or similar entity engaged in covering newsworthy events, nor shall it apply to filming solely for private, non-commercial use. Charitable films and student films must obtain a permit and reimburse the City for reasonable cost of personnel and equipment but are exempt from permit fees.

5222. PERMIT FEE.

Permit fee shall be set by Resolution of the City Council.

5223. APPLICATION.

- A. The issuing authority shall be the City Manager or designee.

- B. All applicants will be required to complete a commercial filming application which shall include information required by the state model film permit application and such additional information the City Manager may require.
- C. The City Manager shall determine the number of Fire, Sheriff, County Road Services and other personnel necessary to ensure that the filming activity does not endanger the health and safety of persons or property in the area of the filming location, to minimize the disruption to businesses of residents in the area, and to minimize traffic congestion.
- D. Prior to issuance of the permit, the applicant shall be requested to consult with neighboring businesses and/or residents and submit with the application suitable evidence showing that such businesses or residents do not object to the proposed filming activity.
- E. Applications shall be submitted a minimum of three (3) working days before the proposed filming activity. However, processing may be increased up to ten (10) days by the City Manager, where such activity will interfere with traffic, requires road closures or multiple-day traffic control, involves potential public safety hazards or requires special assistance by the city.
- F. Upon submission of a completed application, the permit fee, the required deposits and the Certificate of Insurance, and upon the determining that the proposed filming activity will not unduly disrupt neighboring business and/or residents, the City Manager shall issue the permit. In all cases, issuance of a permit shall depend upon the availability of Sheriff, Fire and other necessary personnel and equipment. Conditions may be attached to a permit to ensure health and safety of persons, disruption of neighboring businesses and residents and traffic congestion.
- G. Written permit application may be filed in person, by mail or by facsimile machine. Where it is impractical to submit a written permit application, an oral permit application may be made by telephone during regular City Hall business hours provided that appropriate documents and signatures be obtained by the City two days prior to filming.

5224. INSURANCE.

A Certificate of Insurance for comprehensive and general liability covering the entire period of the permit, naming the City of Temple City and its employees as additionally insured shall accompany the application. The amount of the insurance shall be set by the City Manager dependent upon the potential liability but shall not be less than \$1,000,000. Permittee waives all claims against the City of Temple City, its officers, agents and employees, for fees and damage caused by, arising out of, or in any way connected with the exercise of the permit.

5225. SEPARATE LICENSE.

Upon approval of commercial filming permit, applicant shall be issued a separate temporary business license. The fee shall be set by Resolution of the City Council.

5226. SPECIAL SERVICES.

The City shall have the right to require and the applicant shall have the right to request special Sheriff, Fire, Road or other administrative services. The applicant will be billed directly for all special services provided by the City. The fee for special services will be the cost incurred by the City for providing special services. City may require a deposit applicable to these costs.

5227. POSTING.

Each applicant will be required to post all of the properties which are immediately adjacent to the filming location prior to the start of filming. The posting shall include a general description of the filming activity that will take place and the dates and times the filming activity is scheduled.