



CITY OF SOUTH PASADENA – FILM PERMIT
(Please print legibly in dark ink or type)

A

____/____/____

Production Co. & Title: _____ Type of Film: _____

Address: _____ City/Zip: _____ Office Phone: _____

Location Manager/Asst. Loc Manager: _____ Cell Phone: _____

Location Service: _____ Phone: _____

By filing and signing this application, the production company has reviewed and will adhere to South Pasadena filming instructions, regulations and conditions.

Signature of Film Company Rep: _____ Date: _____

Locations:

- 1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Filming Dates: _____ Times: _____ Location #: _____

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Prep/Strike Date(s): _____ Times: _____ Location #: _____

Prep/Strike Date(s): _____ Times: _____ Location #: _____

Rain Date(s): _____ Times: _____ Location #: _____

End time is tail lights (and all film-related personnel) leaving location. Please plan wrap accordingly. If necessary, Officer will enforce a camera wrap prior to the permitted end time based upon the size and complexity of the production in order to ensure taillights by the permitted time.

SPECIAL EFFECTS: _____

FILMING ACTION: (write all location numbers that apply, i.e. 1, 3 tow shots)

- Backyard Filming Drones Music Playback Running Shots
Camera in Curb Lane EXT Dialogue Nudity Snow/Rain Effects
Camera on Sidewalk INT Dialogue Overnight Parking Street Closure
Drive Ups/Away ITC Police Escort Tow Shots
Drive w/flow of Traffic Lane Closure Process Trailer Wet Down

BRIEF DESCRIPTION OF FILMING ACTIVITIES including posting of "no parking" signs: _____

VEHICLE TOTALS (on-street parking ONLY): #Trucks: _____ #Condors/Cranes/Lifts: _____ #Picture Cars: _____ #Shuttles: _____
#/Type Genny: _____ #Mohos: _____ #Honeywagons: _____ #Trailers: _____ #Musco/Bebee Lights: _____ #Car Carriers: _____
TOTAL # Cast & Crew: _____ BASE CAMP: _____ CREW PARKING: _____

NOTE: Crewmembers personal vehicles must be parked off-site on private property and not at filming location.

POSTING NO PARKING SIGNS: (Film company is responsible for posting and removing "No Parking" signs. Signs must be posted 24 hours in advance of your call time and removed immediately after the shoot)

APPROVALS: Film Liaison: _____ Date: _____



PERMISSION TO USE PROPERTY FOR FILMING

I hereby give permission for _____ to use the
Property located at _____ (Film Company)
(Address) for the purpose
of filming on the following date(s) _____ and
time(s) _____ .

I also understand that a copy of the City of South Pasadena’s Film Policy is available at the
Finance Department, or by calling (626) 403-7263 and it will be mailed upon request.

If I am a tenant hosting filming, I understand that it is my responsibility to confirm with the property
owner that I have permission to host a film shoot.

(CIRCLE ONE)

OWNER OF PROPERTY or OCCUPYING TENANT

Signature(s)

Name (Please type or print)

Telephone Number

**CITY OF SOUTH PASADENA
PERMISSION – ADJACENT AREA**

A **NOTIFICATION LETTER** on your company stationery must be distributed to property owners and tenants adjacent to the film location within a half-block (300 feet) on either side of the location and for a half-block (300 feet in both directions) across the street. **Written permission is required from property owners or tenants impacted by filming or parking occurring in front of their property.** If filming is to take place in the rear of property, written permission may also be required from owners/tenants abutting the rear of the film location.

We, the undersigned, have been made aware that _____
(Film Company)

is scheduled to film at _____, South Pasadena, California on
(Address)

_____ from _____ to _____.
(Dates) (First Arrival) (Tail Lights)

_____ equipment vehicles necessary for the filming activity will be parked on _____
(Number)

_____.
(street location)

SPECIAL CONDITIONS (e.g., rain dates, prep/strike, etc.): _____

We hereby state that we raise no objections to the above referenced filming activity.

Print Name	Address	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Signatures of minors or hired staff are not acceptable and are checked at random for credibility. Copies of the regulations governing filming activities in the City of South Pasadena are available at the Finance Department or by calling (626) 403-7263.



CITY OF SOUTH PASADENA – PARKING EQUIPMENT MAP

D

Permit No.: _____

Production Title: _____ Production Co.: _____

Contact Person: _____ Cell Phone: _____

Filming Dates & Times: _____

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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 xxx's in front of those addresses where you plan to park or want the option of parking.
NOTE: Film Company Reps and Safety Officers: Company shall park in front of those addresses where a signature was obtained. Officers shall check with location manager to see if he/she obtained additional signatures recently. Fire trucks require 20' feet of clearance in the roadway. As a result, the company shall only park on 1 side of the street, unless the on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.
 4. Please write down the number of vehicles (generators, etc.) you plan to bring.
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Please show camera placements with a)< and dolly tracks with a III. Total # of vehicles _____
(including generator).

Please indicate RED, YELLOW, NO PARKING, and BUS ZONES.
