

# CITY OF SOUTH PASADENA – FILM PERMIT

(Please print legibly in dark ink or type.)

Permit No.: \_\_\_\_\_

Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Production Title: \_\_\_\_\_ Type of Film: \_\_\_\_\_

Production Co.: \_\_\_\_\_ Location Manager: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Service Rep/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Film Company Rep: \_\_\_\_\_ Date: \_\_\_\_\_

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

Locations:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

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Construction Date(s): \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

Strike- Down Date(s): \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

Rain Date(s): \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

Note: end time means the point in time when all vehicles and persons involved with the filming activity leave filming location.

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

_____ INT Dialogue	_____ EXT Dialogue	_____ Camera in Curblane	_____ Drive Ups/Away
_____ ITC	_____ Nudity	_____ Camera on Sidewalk	_____ Running Shots
_____ Wet Down	_____ Music Playback	_____ Street Closure	_____ Tow Shots
_____ Lane Closure	_____ Drive By's	_____ Drive w/flow of Traffic	_____ Police Escort

STUNTS, SPECIAL EFFECTS OR SMOKE: *(describe effects or type of smoke):*

\_\_\_\_\_ BRIEF DESCRIPTION OF FILMING ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL # CAST AND CREW \_\_\_\_\_ VEHICLE TOTALS *(Only for on-street parking)* Trucks: \_\_\_\_\_

Condors: \_\_\_\_\_ Picture Cars \_\_\_\_\_ Shuttles \_\_\_\_\_

POSTING OF NO PARKING SIGNS: *(Signs must be posted 24 hours in advance of your call time.)*

FEEs	FOR CITY USE ONLY	ATTACHMENTS:
PERMIT: _____	Agreements _____	Signatures _____
LOCATION: _____		Pkng/Sig Plan _____
POLICE: _____		Notification _____
FIRE: Y/N: _____	Insurance _____	
<b>TOTAL \$</b> _____		

APPROVALS: Film Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF SOUTH PASADENA**

**PERMISSION TO USE PROPERTY FOR FILMING**

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I hereby give permission for \_\_\_\_\_ to use the  
property located at \_\_\_\_\_  
of filming on the following date(s) \_\_\_\_\_ and  
time(s) \_\_\_\_\_  
(Film Company)  
(Address)

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.

OWNER OF PROPERTY

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Telephone Number

**CITY OF SOUTH PASADENA  
PERMISSION – Filming & Parking**

A notification letter on your company stationery and pre-approved by the Film Liaison 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 and/or tenants of properties abutting the rear of the film location.

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

is scheduled to film at \_\_\_\_\_ ,  
(Address)

South Pasadena, California on \_\_\_\_\_ .  
(Dates)

The regular working hours (including set-up and take down) will be from \_\_\_\_\_ to \_\_\_\_\_ ;

\_\_\_\_\_ equipment vehicles necessary for the filming activity will be parked on our City street.  
(Number)

Film vehicles and equipment will be parked at \_\_\_\_\_.

SPECIAL CONDITIONS (e.g., rain dates): \_\_\_\_\_

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

Permit No.: \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Co.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Posting: \_\_\_\_\_

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.

Please show camera placements with a )< and dolly tracks with a III. Total # of vehicles \_\_\_\_\_ (including generator).