



City of Pico Rivera Film Permit Application Packet



CITY OF PICO RIVERA FILM PERMIT APPLICATION INSTRUCTIONS

The purpose of this film permit application packet is to provide the applicant with the required forms and information you will need to complete the film application process. Please read through the information carefully. Any questions may be directed to the Planning Division at (562) 801-4476.

Submit your application and fees to the Planning Division at planning@pico-rivera.org.

Submittal of a complete application is required before processing may begin. **Incomplete applications will not be processed.** Please submit the following:

- ☐ **Film Permit Application** ☐ **Site Plan & Parking Plan** ☐ **Property Owner Authorization**
 - ☐ **Letter of Intent:** The letter should provide a detailed description of the information provided within the application, such as if the production needs to use public streets, filming dates and times, use of special effects, and if fire safety or sheriff's officers are being requested on site.
 - ☐ **Liability Insurance:** Coverage is required prior to permit issuance. Applicant must provide an original Certificate of Insurance of at least \$1 million, and an original Endorsement naming the City of Pico Rivera, its officials, its employees and agents as additional insured. It will include the event, dates, and location on the Certificate of Insurance and Endorsement.
 - ☐ **Worker's Compensation Insurance:** Must conform to all applicable Federal and State requirements for all persons operating under a permit.
 - ☐ **Hold Harmless Agreement:** Applicants are required to execute a City provided hold harmless agreement before being issued a permit.
 - ☐ **Notice of Proposed Filming:** Submit a written affidavit verifying that the notification was mailed to residents and businesses within 200-ft of the filming location and provide a copy of the notification.
 - ☐ **Film Permit Survey Form:** If required, provide Film Permit Survey Form(s) with signatures of at least 80% of residents and businesses within 200-ft of the filming location.
 - ☐ **No Foreseeable Impact Statement:** If applicable, completely fill out form, date and sign.
 - ☐ **Fire Department – Film Unit:** Attach Fire Dept. approval, clearance and or permits to application.
- If you are claiming fee and deposit exemption as a charitable organization or student production, you must attach a letter from the school, or proof of charitable status as defined by Section 501(c)(3) of the Internal Revenue Code, upon application submittal.
 - Catering Services: Required to have an active, up-to-date Public Health Permit issued by L.A. County Public Health Dept. and shall not be permitted to operate without such permit. Attach a copy of Health Permit to application.
 - Law enforcement personnel and/or firefighters may be assigned as required by the Sheriff's and Fire Depts. Applicant is responsible for submitting any required fees and/or deposits requested by the Departments.
 - Permits issued by Film L.A., Inc. for filming in riverbeds. A copy of the permit is required to be submitted to the City of Pico Rivera Finance Department, Revenue Division.
 - Maintain a copy of your City film permit and all other necessary permits at the filming location. The permit(s) must be available for inspection by City staff upon request.
 - Review and abide by the City's "Filming Rules and Regulations" handout.

The City welcomes applicants to visit its Film Permit webpage for additional information at www.pico-rivera.org.



CITY OF PICO RIVERA
6615 Passons Boulevard • Pico Rivera, California 90660
P.O. Box 1016 • Fax (562) 949-3079
Revenue Division (562) 801-4321

FILM PERMIT APPLICATION

Date: _____ Permit No.: _____ Production Manager: _____
Company: _____ Production Title: _____ Phone: _____
Address: _____ Production Type: _____ E-Mail: _____
Location Manager: _____ Permit Service: _____
City: _____ State: _____ ZIP: _____ Phone: _____
Phone: _____ E-Mail: _____ E-Mail: _____

FILM DATES

Date	Time	Location	Activity

CONSTRUCTION DATES

Date	Time	Location

STRIKE DATES

Date	Time	Location

FILM PERSONNEL AND VEHICLES

Total Cast/Crew:	No. of Cast/Crew Vehicles:	Picture Cars:	Trucks:
Trailers:	Shuttles:	Other:	Other:
Production vehicles parked in street: ☐ Yes ☐ No	No. of Production vehicles parked in street:		
'No Parking' signs required: ☐ Yes ☐ No	No. of 'No Parking' signs required:		

*It is the applicant's responsibility to procure and post 'No Parking' signs with the approval of the Public Works Dept.

FILMING ACTIVITIES

Street Closure(s) ☐ Yes ☐ No	If yes, list streets and dates/times:
Helicopter/Aircraft ☐ Yes ☐ No	If yes, describe:
Animals ☐ Yes ☐ No	If yes, describe:
Special Effects ☐ Yes ☐ No	If yes, describe:
Generator(s) ☐ Yes ☐ No	If yes, describe:
Tents/Canopies ☐ Yes ☐ No	If yes, describe:
Other: _____	Describe:
Pyrotechnics ☐ Yes ☐ No	Special Effect Permit No.:
If pyrotechnics will be used, please describe:	
Pyrotechnician:	License No.:
Sheriff's Required: ☐ Yes ☐ No	Fire Required: ☐ Yes ☐ No
Other Required: _____ ☐ Yes ☐ No	Other Required: _____ ☐ Yes ☐ No

APPROVALS

Sheriff's:	Fire:
Other: _____	Other: _____

* Applicant to contact and obtain approval from Fire Dept Film Unit prior to application submittal. Attach copy of Fire Dept. approval.

Permittee agrees to all terms and conditions of this permit including provisions on the third page of this form and any attachments.

Company Representative: _____ Date: _____

Please Print Name: _____ Representative Of: _____

APPLICATION ATTACHMENTS

Site Plan Attached: ☐ Yes ☐ No	Parking Plan Attached: ☐ Yes ☐ No	Notice of Filming Affidavit: ☐ Yes ☐ No
--	---	---

Permittee waives all claims against the City of Pico Rivera, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to save harmless, indemnify and defend the City of Pico Rivera, its officers, agents, and employees from any and all loss, damage or liability which may be suffered or incurred by the City of Pico Rivera, its officers, agents, and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City of Pico Rivera.

The City of Pico Rivera shall have the privilege of inspecting the premises covered by this permit at any or all times.

The City of Pico Rivera may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. The City of Pico Rivera agrees it will not unreasonably exercise this right of termination.

This permit shall not be assigned.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City of Pico Rivera.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

The permittee hereby agrees to comply with all the rules and regulations of the facility of institution subject to this permit.

Permit must be kept on site at all times.

Company Representative Signature: _____ Date: _____

Please Print Name: _____ Representative of: _____



**CITY OF PICO RIVERA
NOTIFICATION OF FILMING ACTIVITIES**

Date of Notice: _____

Dear Resident:

The City of Pico Rivera requires production companies notify surrounding residents and businesses of any proposed filming activities at least 72 hours prior to any such activities occurring. This letter is to inform you that the production company listed below is proposing to film in your surrounding area at the following location:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alt Telephone: _____ Fax: _____

Location of Filming: _____

Activity: _____

Outdoor Lighting: _____ Exterior Noise: _____

Number of vehicles parked on city streets in the area: _____

Date(s) of filming: _____

Hours of filming: _____

Other special conditions: _____

The production company shall behave in a professional and courteous manner and shall keep the noise level as low as possible during the duration they are in your area.

If you have any concerns, conflicts, or questions regarding the filming or the parking of vehicles associated with filming, please contact _____ at (____) ____ - _____, or call the Pico Rivera Business License Office at (562) 801-4321. Thank you.



CITY OF PICO RIVERA FILM PERMIT SURVEY FORM *

When Film Permit Applications involve activities that may impact surrounding properties the City requires a survey of residents and businesses within 200'-0" of the proposed filming location and associated parking. Written permission from the residents and businesses is required to be provided for complete application submittal.

SURVEY REQUIRED DUE TO: _____

We, the undersigned, are aware that _____
(Production Company)

is scheduled to film at _____
(Address)

Pico Rivera, California on _____
(Dates and Times)

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

_____;
(How many) _____ equipment vehicles necessary for the filming activity

are to be parked on our City street.

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			

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 Pico Rivera are available at City Hall or by calling (562) 801-4321.

* Requirement to conduct Survey (obtain signatures of approval from at least 80% of surrounding residents and/or merchants) may be waived, if filming activities comply with all stipulations stated within the "No Foreseeable Impact Statement" form.



**CITY OF PICO RIVERA
FILM PERMIT APPLICATION
NO FORESEEABLE IMPACT STATEMENT***

Date: _____
Company: _____
Address: _____

Phone: _____

Permit No.: _____
Production Title: _____
Production Type: _____
Location Manager: _____
Production Manager: _____
Other Contact: _____

Applicant hereby affirms that the subject filming activities approved under Permit No. _____ to occur before 7:00 A.M. and after 10:00 P.M. will have no foreseeable impact to the surrounding properties due to the following:

☐ There are only industrial and/or commercial properties within a 200-ft radius of proposed filming location and vehicle parking associated with filming activities.

OR

☐ Filming activities do not involve in any way noise emissions levels exceeding 65 decibels as measured from the nearest residential property line, especially after 10 p.m., and are consistent with the surrounding noise emission levels.

☐ Filming activities do not in any way involve activities that may cause public alarm, such as pyrotechnics, special effects, gunfire, street closures, traffic impacts, noise impacts, etc.

☐ No vehicles used in conjunction with the film permit will be parked/stored within a 200-ft radius of any residential zoned property or within the public right-of-way.

☐ No filming or associated activities will occur within any portion of the public right-of-way, such as sidewalks, streets, driveway approaches, etc.

☐ All residents and/or businesses within a 200-ft radius of the filming location and/or vehicle parking associated with filming activities have been provided with a contact number to submit complaints to a live person. Any and all complaints received shall be resolved immediately.

Applicant: _____

Phone: _____

Signature: _____

Date: _____

* For filming activities that would require applicant to Survey (obtain signatures of approval from at least 80% of surrounding residents and/or merchants), Survey may be waived if filming activities comply with stipulations stated on this form.



City of Pico Rivera Filming Rules and Regulations

The City of Pico Rivera requires a film permit for the production of motion pictures, television shows, commercials, and commercial still photography. Charitable and student films must obtain a temporary use permit, reimburse the City for the cost of personnel and equipment but are exempt from permit and deposit fees, and requires the subject property owner be responsible for maintaining the site free of debris and trash. Charitable film productions will require proof of non-profit status. Student film productions will require written confirmation of their status from the educational institution where enrolled.

A film permit is not required for news media, the recording of visual images (motion or still photography) solely for private personal use, and for commercial use of still photography for the production of advertisements completed at the business being advertised, provided that all filming activities take place on private property and result in no impairment of the public's use of public right-of-ways and facilities.

General Information

Application Submittal: Applications for Simple Film Shoots must be submitted a minimum of five (5) working days from the date filming is to occur. Applications for Complex Film Shoots, those that involve traffic control, street closures, special effects, pyrotechnics, gun fire, etc., must be submitted a minimum of ten (10) working days. Working days are defined as days that City Hall is open. The City will make its best efforts to issue Film Permits within three (3) working days from complete film permit application submittal.

Fees and/or deposits required by departments/agencies that encumber costs servicing the production activities are required to be provided by the applicant prior to the issuance of the permit. Use of any City owned equipment, property, or signs may be an additional charge. The applicant shall also be responsible for covering any unforeseen costs and will be contacted by the City if such an event were to arise.

Insurance Requirements:

- Liability Insurance is required prior to issuance of a permit. The applicant must provide an original Certificate of Insurance of at least \$1 million, and an original Endorsement naming the City of Pico Rivera, its officials, its employees and agents as additional insured. It will include the event, dates, and location on the Certificate of Insurance and Endorsement.
- Worker's Compensation Insurance must conform to all applicable federal and State requirements for Workers' Compensation Insurance for all persons operating under a permit.

Hold Harmless Agreement: Applicants are required to execute a City provided hold harmless agreement before being issued a permit. The hold harmless agreement is located on the third page of the Film Permit Application.

Faithful Performance Bond or Deposit: To ensure cleanup, restoration, payment of fee/charges for City provided services and protection against possible damage to City property, the applicant may be required to post a refundable faithful performance bond or deposit in an amount determined by the Finance Director. If a bond is submitted, it must be acquired from a local bonding company. The bond or deposit will be returned to the applicant within four weeks upon completion of filming and site inspection by the City.

Building Division: Items such as temporary canopies/structures and generators may require review and issuance of permits from the Building & Safety Division. If building permits are required, the contractor(s) the permit(s) are issued to must obtain a business license. Accessibility and means of egress to any on-site handicap parking must be free from filming and construction items/debris, unless otherwise approved. Applicant shall request inspections at least 24 hours prior to operating. City Hall is closed alternating Fridays. Please plan accordingly.

Public Works Department: The City's Public Works Dept. will review traffic impacts on a case-by-case basis and may require mitigation measures (See **Traffic Control**).

L.A. County Sheriff's Department - Film Desk: Applicant to contact Sheriff's Dept. Film Desk, if officers are requested to be on location by the Dept. Fees will be charged at the prescribed rate for police personnel.

*City Law Enforcement Rates are established each FY and published by the L.A. County Auditor-Controller.

L.A. County Fire Department-Public Safety & Film Unit: Applicant to contact Fire Dept. Film Unit for on location safety personnel requirements and attach Fire approval, clearance and or permits to application. No pyrotechnics, no hazardous materials, no open flame, or no vehicles inside a structure shall be used without a permit from the L.A. County Fire Dept. Fees will be charged at the prescribed rate for fire personnel when presence is required at the site.

L.A. County Public Health Dept-Environmental Health: Mobile Food Facilities, Catering to the Film Site by non-Motion Picture Catering Vehicles and Motion Picture Catering Vehicles are required to have an active and up-to-date Public Health Permit and shall not be permitted to operate within Pico Rivera without such permit.

Conditions of Approval: The City may add additional conditions of approval in addition to these rules and guidelines when deemed necessary and will provide such conditions to the permittee in writing.

Unique Filming Locations:

- **Pico Rivera Sports Arena:** Modeled in the style of a Mexican “Rancho de Charro” rodeo ring, the Pico Rivera Sports Arena is believed to be the largest facility of its kind outside of Mexico and has played host to concerts, music/dance festivals and sports events. To film at the Sports Arena contact Paulo Toxqui, Office Manager, for leasing information. A City permit is required.
- **Riverbeds:** The City of Pico Rivera sits between the Rio Hondo and the San Gabriel Rivers. To film within the riverbeds the appropriate permits from the L.A. County Flood Control District must be obtained. The riverbeds must be vacated when a permit indicates due to water release. When filming on flood control property, the agency must be named as an additional insured. Applicant to contact Film L.A., Inc. to obtain permit. Copies of permits are required to be provided to the City of Pico Rivera Finance Department, Revenue Division.

General Guidelines

Filming Hours: Hours of operation limited to 7 a.m. to 10 p.m. To film before 7 a.m. or after 10 p.m. applicant must provide at least one of the following upon application submittal:

- A “No Foreseeable Impact Statement” signed by the applicant. Not applicable to applications that include special effects, pyrotechnics, gun fire, noise impacts, etc.
OR
- At least 80% of resident and business signatures within 200-feet of the filming location and vehicle parking associated with filming activity (See **Surveys**).

Site Plan & Parking Plan: Site plans are to be drawn specifying location, areas filming is to occur, dimensions and setback distances to adjacent buildings and property lines, location of equipment/vehicles, location of existing parking, proposed cast/crew parking and driveway aisles. Site and parking plans should be as detailed as possible to ensure a timely review process. Plans may be combined, if clear and legible. (See **Parking**).

Notifications: All residents and businesses within a 200-foot radius of filming activity and vehicle parking associated with filming activity must receive notice of filming dates, times, location address and production company contact at least 72 hours prior to the arrival of any vehicles and/or start of filming. Applicant must use the attached “Notification of Filming Activities” template. Upon film permit submittal applicant is required to provide a written affidavit verifying that a written notice was mailed under required parameters and a copy of the notification letter.

Surveys: At least 80% of resident and merchant signatures within 200-feet of the filming location and vehicle parking associated with filming activity shall be required under the following circumstances:

- Filming activities occur before 7 a.m. and/or after 10 p.m., unless a “No Foreseeable Impact Statement” is signed and submitted by the applicant.
- Filming activities involve noise levels exceeding 65 decibels as measured from nearest residential property line or activities that may cause public alarm, such as pyrotechnics, street closures, traffic impacts, gunfire, etc.

Upon film permit submittal applicant is required to provide approval signatures or “No Foreseeable Impact Statement”.

Note: In cases of large scale special effects, as determined by the Finance Director, the City may require surveys of residents and merchants beyond a 200-foot radius from the subject filming and associated activities.

Noise: Noise level to be minimal so as not to disturb neighboring properties and businesses (See **Surveys**).

Lighting: On-site lighting, if proposed, is not to spill onto neighboring properties and businesses.

Parking:

- **Parking Plan:** Street parking in residential areas is not permitted, except a limited number of equipment vehicles used to produce the film may be parked at the site in accordance with a parking plan approved by the Public Works Department. No film permits will be issued without the approval of a parking plan.
- **No Parking Signs:** When the posting of "No Parking" signs is required, the procurement and posting of signs shall be the responsibility of the production company. Signs to be approved by Public Works prior to posting. For compliance with California Vehicle Code regulations, all postings must occur at least 24 hours prior to the start of the no parking period. Sign must indicate the dates and time the temporary "No Parking" is in effect.
- **Municipal Parking Lots:** When parking in a municipal parking lot, an applicant may be billed according to the current rate schedule established by the City. In order to assure safety of citizens in the surrounding community, access roads must never be blocked. No relocation, alteration, or moving of structures will be permitted without prior approval.

Traffic Control: For filming that will impair traffic flow local law enforcement personnel must be used. The following are possible mitigation measure and/or general requirements:

- Applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the *California Manual on Uniform Traffic Control Devices 2012*. All appropriate precautions must be taken.
- A street closure or lane closure is not permitted on any street unless noted on your permit and approved by the City.
- No major intersections may be blocked during peak rush hours, which are from 6:30 A.M. to 8:30 A.M. and from 4:00 P.M. to 7:00 P.M., unless approved by Public Works Department.
- The stopping of traffic is not permitted on any street for filming at any time unless approved by the City and unless noted on film permit.
- Proposed filming will not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment in or through the permitted area.
- Traffic shall not be detoured across a double line without prior approval of the appropriate department representative.
- Unless authorized by the City, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
- Any emergency roadwork or construction by City or county crews and/or private contractors, under permit or contract to appropriate department, shall have priority over filming activities.

Clean Up Measures: Film operations are to be conducted in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.



City of Pico Rivera Film Permit Contacts List

City of Pico Rivera Planning Division 6615 Passons Boulevard Pico Rivera, CA 90660 Phone: (562) 801-4476 Email: planning@pico-rivera.org	City of Pico Rivera Business Licensing 6615 Passons Boulevard Pico Rivera, CA 90660 Phone: (562) 801-4329 Email: gimpecoven@pico-rivera.org	City of Pico Rivera Building & Safety Division 6615 Passons Boulevard Pico Rivera, CA 90660 Phone: (562) 801-4360 Email: buildingdivision@pico-rivera.org
City of Pico Rivera Public Works Department 6615 Passons Boulevard Pico Rivera, CA 90660 Phone: (562) 801-4360	City of Pico Rivera Parks & Recreation Department 6767 Passons Boulevard Pico Rivera, CA 90660 Phone: (562) 801-4430	L.A. County Fire Department Public Safety & Film Unit 14425 Olive View Drive Sylmar, CA 91342 Office (818) 364-8240 Fax (818) 364-8242 Email: psfu@fire.lacounty.gov
L.A. County Sheriff's Dept Pico Rivera Sheriff's Station, POC Operations Lieutenant Passons Boulevard Pico Rivera, CA 90660 Office (562) 949-2421 ext.4202/4204 Sheriff's Dept Film Desk	L.A. County Public Health Dept Environmental Health Division 5050 Commerce Drive Baldwin Park, CA 91706 Phone: (626) 430-5560 www.publichealth.lacounty.gov/eh Note: Food catering permit/approval	Film L.A., Inc. L.A. Film Office 1201 W. 5th Street, Suite T-800 Los Angeles, CA 90017 Phone (213) 977-8600 Fax (213) 977-8601 Email: info@FilmLAinc.com
Caltrans Permits State Highways & Roads Office (323) 860-2960 Fax (323) 860-2976	CA State Bldgs & Facilities Permits Office (323) 860-2960 ext.107 Fax (323) 860-2972	California Highway Patrol Office (323) 860-2960 ext.103 Fax (323) 817-4113