

# 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.**

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