Film
PASADENA

City of Pasadena
Film Permit Application

filmoffice@cityofpasadena.net
filmpasadena.com

Film Permit #: _____

Date of Issue: _____

A minimum of 5 business days turnaround is required to process applications.

FILM OFFICE, 175 N GARFIELD AVENUE, PASADENA, CA 91101 / (626) 744-3964 * We are closed every other Friday.

☐ COMMERCIAL ☐ FEATURE ☐ TV SERIES ☐ TV MOVIE ☐ REALITY TV ☐ DOCS ☐ MUSIC VIDEO ☐ WEB
☐ STILLS ☐ STUDENT ☐ PSA ☐ Director's Reel (attach budget top sheet) ☐ OTHER_____

Production Title:_____Total # Cast/ Extras:_____ # Crew:_____
Company: _____Office Ph:_____ Fax: _____
Address: _____City:_____State:_____Zip:_____

Location Mgr: _____ Cell Ph: _____ Email:_____
Asst Loc Mgr: _____ Cell Ph: _____ Email:_____

Director / Photographer:_____ Production Manager:_____
Permit Svc & Contact: _____ Ph:_____ Email:_____

Working *before 7am or after 7pm*? Please indicate why this is a necessity: ☐ **Budget** ☐ **Scheduling** ☐ **Creative** ☐ **Property Requirement**

FILMING LOCATIONS/ DATES & TIMES

LOCATION(S):

1:_____ **Film Dates:**_____ **Times:**_____

2:_____ **Film Dates:**_____ **Times:**_____

3:_____ **Film Dates:**_____ **Times:**_____

4:_____ **Film Dates:**_____ **Times:**_____

5:_____ **Film Dates:**_____ **Times:**_____

CELEBRITY CAST MEMBERS:_____

FILMING ACTION: Write all the location numbers that apply.
For example: **1,2,5 INT Dialogue** means interior dialogue *at Locations 1, 2 & 5.*

_____ INT Dialogue	_____ Lane Closure	_____ Police Car/Motor	_____ Cranes / Condors/ Lifts
_____ EXT Dialogue	_____ Street Closure	_____ Process Trailer	_____ Ritter Fans
_____ Dolly on Sidewalk	_____ Driving w/ Flow	_____ Tents/Popups	_____ Nudity or Partial Nudity
_____ Equip on Sidewalk	_____ Drive Up/ Away/ By	_____ Relocate Bus	_____ Music Playback
_____ Dolly in Curb Lane	_____ Tow Shots	_____ Wet Down	_____ Backyard Filming
_____ Camera in Curb Lane	_____ ITC _____ IPC	_____ Rain /Snow Effects	_____ BeeBee/ Musco Light
_____ Sidewalk Closure	_____ ITC # Hours:	_____ Animals	_____ Overnight Parking

DESCRIPTION OF FILMING ACTIVITIES: _____

_____

_____

_____

_____

PREP DATES/TIMES	STRIKE DATES/TIMES
Prep Date(s) Loc #1: _____Times: _____	Strike Date(s) Loc #1: _____Times: _____
Prep Date(s) Loc #2: _____Times: _____	Strike Date(s) Loc #2: _____Times: _____
Prep Date(s) Loc #3: _____Times: _____	Strike Date(s) Loc #3 _____Times: _____
Prep Date(s) Loc #4: _____Times: _____	Strike Date(s) Loc #4: _____Times: _____
Prep Date(s) Loc #5: _____Times: _____	Strike Date(s) Loc #5: _____Times: _____

CATERING SERVICES Name of Catering Company:_____

Address:_____ Phone number:_____

Jurisdiction of Health Permit:_____ Health Permit #:_____EXP:_____

All foodservice operations including caterers and mobile food vehicles are required to provide a current and valid health permit at the time of filming. Failure to provide may result in closure of the operation. Foodservice consisting of less than 25 square feet of prepackaged, non-potentially hazardous food items does not require a health permit.

LIST ON STREET PARKING ONLY. DO NOT INCLUDE VEHICLES PARKING ON PROPERTY.

Number (#) of vehicles/equipment you plan to park **on City Streets**:

#_____Trucks	#_____Genie	#_____Moho/Trailers	#_____Honeywagon	#_____Picture Cars
#_____Crew Cars	#_____Vans	#_____Musco/Bebee	#_____Cranes/condors/lifts	#_____Car carrier

Address of Basecamp(s): _____

Address of Crew Parking: _____

COMPANY SIGNATURE

I have read and agree to the terms and conditions of this permit application. By filing and signing this Permit Application, the Company represents it has reviewed and will adhere to all Pasadena Filming Permit Terms & Conditions, Operational Guidelines, and the Pasadena Filming Ordinance including all standard and special conditions attached hereto including:

THIS PERMIT REQUIRES TAILLIGHTS (Last truck leaves) **by**_____**AM/ PM**. Please plan your wrap accordingly. Filming end time listed on the first page of the permit should match taillights time. If necessary, Officer or Filming Monitor will enforce a camera wrap at a time determined necessary to ensure all activity is done before permit expires.

CONSTRUCTION: Production companies are responsible for emailing/calling **Bernardo Navarrete – Public Works-Capital Improvement Projects bnavarrete@cityofpasadena.net, Jose Contreras– Public Works -Projects west of Lake Ave (626)744-7641, Andre Davoodian– Public Works-Projects east of Lake Ave (626) 744-4524, Norman Lara –Water Construction (626) 744-7607, and Cameron Atin – Power Construction (626) 744-7947** to check on construction in the requested filming area. **AUTHORIZED TRASH HAULERS:** Film production companies using a trash hauler on location in Pasadena are only permitted to use an approved City of Pasadena Trash and Recycling Company found on the approved vendor list available on our website
www.filmpasadena.com and the Public Works website: http://www.ci.pasadena.ca.us/PublicWorks/Franchise_System_Requirements.

POSTING: Company is responsible for posting and removing No Parking signs. Indicate all posting of city streets on your Parking Plan. Posting must be up 24 hrs prior to call time and removed immediately after shoot. No parking signs may be purchased at the Film Office at 175 N Garfield Ave, Pasadena, CA 91101. Please call 626-744-6440 after the signs are posted. ADA COMPLIANCE: The City of Pasadena requests the use of ADA compliant cable coverings such as WASP, Line Backer and Cross Guard. CANCELLATION POLICY: Permit riders that cancel filming, change hours or change dates which affect personnel staffing must be filed with the City by 11:00 a.m. the prior business day or personnel minimums will be due and payable. There is a $158.00 charge for riders.

Production company is utilizing the California Film & Television Tax Credit Program: Yes ☐ **No** ☐

Company Rep Signature: _____ ***Date:*** _____

Signing here and submitting the first 3 pages of this permit application will initiate the permit review process with the City. Make sure it's complete and **CALL US TO MAKE SURE WE RECEIVED IT**. Email application to: filmoffice@cityof pasadena.net. A coordinator will contact you with the next steps.

CITY USE ONLY

SPECIAL CONDITIONS FROM THE CITY OF PASADENA:

CITY OF PASADENA APPROVAL:_____**DATE:**_____

Fire Department

Filming Activity Supplemental Questionnaire

In order to properly assess the proposed filming activity, please complete this questionnaire. It is imperative that the information be completely clear, accurate, comprehensive and forthcoming. When in doubt, a detailed explanation is better than a three word statement. The more clear your answers, the better our decision-making process can be. There are no "correct answers." Just inform us of what your plans are.

YES	NO	QUESTION/ISSUE	Additional Information/Description
NA	NA	Type of location(s)?	(e.g. school, restaurant, house)
NA	NA	Name of location(s), if any?	(e.g. Smith Residence, John Muir High School, Raymond Restaurant)
		Is the location a government property?	
		Does the location have a fire sprinkler system?	
		Does the location have a fire alarm system?	Presence of an alarm system that needs to be monitored requires an FSO assignment.
		Will the location be open to the public?	No pyrotechnics ☐ No hazardous materials ☐ No open flame ☐ No vehicles inside structure ☐ No smoke within structure ☐ 20' clear fire access to be maintained at all times to include driveways ☐
		Smoke or fog effects?	
		Candles? If yes, #	
		Using an existing fireplace?	Check One: ☐ No ☐ Yes - Wood Only ☐ Yes – Existing Natural Gas ☐ Yes – Added Gases
		Other fire effects?	
		Pyrotechnics?	If YES, have your pyrotechnician contact Jose Enriquez (Fire Department) at (626) 744-7188 or jenriquez@cityofpasadena.net. Describe pyro:
		Use of tents larger than 10' x 10' or combined total square foot of 400'. **Number ____ Total Sq.Ft. _____**	Pop-up tents must be secured to ground with ballast. Must maintain separation by at least 20' without a tent permit. All tents and pop-ups shall bear California State Fire Marshal fire resistance labels. No cooking or open flame within any tent. No open flame or cooking on filming site or at basecamp without FSO assignment.
		Gunfire? Weapons?	Load level?
		Filming in Very High Hazard brush area?	https://www.cityofpasadena.net/fire/fire-hazard-severity-zones/ Hazard-Severity-Zone-Map.pdf **Red Flag**
		Hand-held equipment only?	
		Cooking outdoors? (Does not include cooking in a catering truck).	No open flame or cooking on filming site or at basecamp without FSO assignment

Attach additional sheets as needed to fully describe your activities. This checklist must be submitted as part of your Film Permit Application filing. (Check if it's a RED FLAG fire hazard day at your location: http://ww5.cityofpasadena.net/fire/ If your location street is designated a red flag area, street parking is denied on red flag days.)

☐ **NO FIRE SAFETY OFFICER REQUIRED:** The Production Company is expected to follow all Federal, State, and Local regulations, as well as prudent safety measures. **(OFFICE USE ONLY)**