

# City of Pasadena

## POSTING REQUIREMENTS

The film company is responsible for posting and maintaining all “No Parking” signs 24 hours in advance of their filming in order for the posting to be legally enforced.

**PARKING OFFICE MUST BE NOTIFIED ONCE POSTING IS COMPLETE.  
CALL 626-744-6440 TO REPORT POSTING.**

1. Contact the film office to obtain your film permit # and confirm the number of “No Parking” signs required for your activity. Film company will be charged \$1.09 per sign as part of the total film permit fees, payable before the permit is released.
2. Pick up “No Parking” signs at the Film Permit Office, 175 N. Garfield Ave, Pasadena, CA 91101.
3. On the signs, indicate the permit # and the dates and times that the “No Parking” signs are to be in effect clearly in permanent ink. Dates and times must be handwritten directly onto the signs. (Do not tape or staple additional paper to the signs.) Writing must be legible and visible to pedestrians and drivers. “No Parking” signs may not be re-used. Re-used signs appear to have been tampered with and do not look official. Re-used signs will not be enforced and vehicles may be cited according to the regular street restrictions.
4. Signs may be attached with plastic wrap, string or plastic coated wire. All other materials including nails and tape are forbidden and may result in a fine and/or citation.
5. Attaching signs to trees in any manner is forbidden and may result in a fine and/or citation.
6. For meter parking/posting, each individual meter must be posted. Indicate to the Film Office the number of meters you’ll be posting and the hours they’ll be out of service. Lost meter revenue will be added to the total film permit fees.
7. Notify Parking Office once posting is complete: 626-744-6440
8. Vehicles parking in areas that have not been properly posted may not be ticketed or towed. The Film Office recommends that you send a security guard to check on your posting a few hours before your shoot to ensure that the signs have not been removed. This is mainly a problem in business districts.
9. The Police Department or film monitor will verify the correct dates and times of filming upon their arrival on the day of the filming. Any willful falsification of dates and times of filming will result in immediate revocation of the filming permit.
10. **“No Parking” signs must be removed by the film company or their designated agent immediately after filming is completed or at any point it’s determined that less posting is required to conduct your activity & parking. Signs need not be returned to the Film Office but must be disposed of appropriately.**

### **ADDITIONAL POSTING REQUIREMENTS FOR BUSINESS DISTRICTS**

**Please promote positive relations with neighboring businesses by placing signage alerting customers that local businesses remain open during filming activities. (i.e. “Businesses are open. Sorry for any inconvenience.”)**

In the event that local street parking is taken up by film trucks or activity, the film company is responsible for posting “Customer Parking” directional arrows to light standards/poles or delineators directing shoppers where they can park.