



Film Insurance Guidelines

Filmmakers seeking permits to film on-location in any of the areas served by FilmL.A. must either have on file or provide proof of insurance meeting both our requirements and those of each jurisdiction involved. The insurance step is very important, since timely insurance submission is necessary to prevent permit coordination delays. Permits cannot be released until your insurance has been verified.

Please note that mandatory coverage varies widely by jurisdiction. We do not advise you to purchase insurance without reviewing this document and/or calling us at 213.977.8600 to discuss your plans with a FilmL.A. Insurance Specialist.

[Sample certificates](#) for all jurisdictions are available on the Forms page of our website.

Requirements by Jurisdiction

City of Los Angeles

Filmmakers seeking permits to film on-location in the City of Los Angeles must comply with the requirements of the City's Risk Management Office listed below and in further detail on the City's website:

http://cao.lacity.org/risk/Filming_Permits.pdf

Questions about this process should be directed to the City's Risk Management Office at (213) 978-7475 or contact a FilmL.A. Insurance Specialist at (213) 977-8600.

For Filming in the Harbor: Direct all questions, information and approvals regarding insurance for filming in the L.A. Harbor to The Port of Los Angeles Risk Management Division, attention Marie Gutierrez, either via email mgutierrez@portla.org, phone at (310) 732-3837 or fax (310) 833-8230. More information is also available through the Port of L.A.'s Risk Management's website:

<http://www.portoflosangeles.org/business/risk.asp>

**CITY OF LOS ANGELES – INSURANCE REQUIREMENTS
FILM AND STILL PHOTOGRAPHY PERMITS**

Type of Insurance Required: Commercial General Liability including Premises and Operations and Contractual Liability coverages, naming the City of Los Angeles as an additional insured

Minimum Limits (per occurrence):

\$500,000 – *STILL PHOTOGRAPHY*

\$1,000,000 – *MOTION PICTURE / TELEVISION PHOTOGRAPHY*, with the following exceptions:

- ⌘ **\$2,000,000** for properties under the jurisdiction of the Department of Water & Power
- ⌘ **\$3,000,000** for water areas under the jurisdiction of the Harbor Department
- ⌘ **\$5,000,000** when using aircraft or using the “Sunken City” area at Point Fermin

Evidence of Insurance:

- ⌘ Evidence of Insurance must be submitted before a permit can be effective. *Please note: Evidence of insurance can be submitted at any time before filming in the City of Los Angeles.* <http://track4la.lacity.org/>.
- ⌘ Please have your insurance agent or broker submit your insurance electronically via **Track4LA[®]**, the Insurance & Bonds Compliance System of the City of Los Angeles. **Track4LA[®]** is an online system that uses the Acord 25 Certificate of Liability Insurance and provides paperless approval transactions (24 hours, 7 days per week). **Please direct your insurance agent or broker to this link for further detailed instructions:** http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf

Verification of Approved Insurance: May be obtained by checking **Track4LA[®]**, the Insurance & Bonds Compliance System of the City of Los Angeles at <http://track4la.lacity.org/>. You will know your insurance has been approved by the City when: (1) it is in **Track4LA[®]** or (2) when you receive a City email confirmation that your insurance has been approved. Please note that multiple insurance approval emails can be sent out from **Track4LA[®]** by your insurance agent or broker. We strongly advise you to email a copy of your City insurance submission to FilmL.A., Inc. at insurance@filmLainc.com.