



STUDENT PERMIT APPLICATION INFO SHEET

Thank you for coordinating your film permit request through FilmL.A. This information sheet has been prepared to clarify the permit application process and to assist in providing you with the best customer service possible.

STUDENT REQUIREMENTS

- A film permit issued by FilmL.A., Inc. is required to legally film anywhere within the County and City of Los Angeles. This includes all properties both public and private. **Exclusions:** a certified studio, sound stage or back lot.
- If you meet certain requirements, FilmL.A. can reduce your application fees and waive **some** County / City fees. **Charges for personnel or services required as part of the permit cannot be waived.**
- **Requirements:** Before FilmL.A. will process a student permit application, a letter from the student's school must be submitted on official school letterhead. The letter must include the student's name, class number or program of study, and must include a statement certifying that **the educational institution will retain the rights to the project, or verify that the project will not be used for commercial purposes.** The letter must be signed by a school official and dated 30 days prior to the first proposed film activity.

INSURANCE VERIFICATION

- Proof of insurance obtained for your project must meet FilmL.A.'s and all client jurisdiction in which you plan to film must be on file before the application can be processed. In most cases, your school has a policy on file that meets
- If your school is not insuring your project you must obtain and file your insurance independently.

PRE-PERMIT CONSULTATION

- The student must call FilmL.A to set up a pre-permit consultation before you can apply for a permit.
- The pre-permit consultation must be scheduled to allow 3 working days to process a permit application.
- Permit applications are accepted in our office, Monday – Friday, before 5 p.m. and at least 72 hours prior to the first proposed date of filming.

POSTED PARKING

- When requesting signs to be posted for street parking, four working days notice are required, and your application must be received in our office by 4:00 p.m.
 - Parking sign posting requests must include all of the following information as follows:
 - Side of the Street (N/S for "North Side" and B/S for "Both Sides", etc.)

APPLICATION GUIDELINES

- All of the following submissions must be legible and include all information requested, including:
 - 1) School name.
 - 2) Your name, daytime phone number and/or mobile number.
 - 3) Names of the director, assistant director, and production manger.
 - 4) Title of the project.
 - 5) The street address (if filming on a street or sidewalk, give the bordering streets, i.e. Broadway between 1st St. and Temple St.), the dates of filming, the arrival and departure times, and a brief description of the action (i.e. interior dialogue, exterior dialogue, drive up, drive by, etc.) for each location.
 - 6) Number of cast, crew and extras (if any).
 - 7) Number and type of production vehicles that will be at the location, and the number of personal (cast and/or crew) vehicles.

- 1) Street Name & Type (AVE., ST., DR., BLVD., ETC.)
 - 2) 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.
 - Forms are available at your Film Department office or can be obtained from our website at www.filmla.com.

CITY AND COUNTY PERSONNEL REQUIREMENTS

Fire Officers:

- The Fire Department considers filming at some locations in the County and City to be especially hazardous and may require the assignment of a **Fire Safety Officer**. Many student productions, because they usually result in minimal impact on the surrounding area, can obtain a waiver of the fire safety officer requirement. You will be advised by your permit coordinator if you are required a Fire Safety Officer at your location.

Police Officers:

- If your filming will interfere with or require the control of traffic, you will be required to hire either County Sheriffs or off duty/retired Los Angeles City police officers to ensure public safety. Scenes that involve firearm discharge or brandishing of weapons may also require a sheriff or police officer assignment. It is the responsibility of the permittee to arrange for the hiring of City off duty/retired officers.

Monitors:

- Monitors may also be required when filming at County or City owned property.
- County/City personnel will be assigned by FilmL.A. and estimated fees will be collected prior to permit processing.

CITY AND COUNTY FACILITIES REQUIREMENTS

- If you plan to film at a County and/or City facility or park, you must obtain the permission of the facility supervisor or park director. FilmL.A. can provide the appropriate contacts for the various County and/or City facilities.

NOTIFICATION REQUIREMENTS

- Many areas within the County and City of Los Angeles have conditions for filming that require FilmL.A. to notify surrounding residents, merchants, and businesses of proposed location filming activities. A minimal fee, to cover the cost of these services, will also be assessed and collected prior to permit processing.

PERMIT PICK-UP & PAYMENTS

- Permit fees incurred by a student must be paid for (by cash, money order or cashier's check only) at the time of permit pick-up.
- 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, and notification fees that have already been completed.
- Permits are usually available for pick up after 3:00 p.m. on the last working day prior to the first filming date.

If you have any questions, please call our office to speak to one of our team members. We look forward to assisting you with your project.

Updated 12/2/2014