

Guidelines for Filming in The City of Vernon

The City of Vernon, a primarily industrial city, provides a wide range of services to the Entertainment Industry as a means of maintaining and expanding the positive impact the Industry has on the Southern California economy.

General Requirements

A film permit is required for all commercial filming activity within the City of Vernon, whether on public property, public right-of-way or private property.

It takes a minimum of two (2) working days to process a filming permit. The permit coordinator will inform the applicant of the time required to process the permit at the time the application is submitted. The application is applied for through FilmL.A. whose staff will coordinate the permit through the various City of Vernon departments. FilmL.A. will arrange for notification of filming to all affected properties within 500 feet of filming activity and parking (distance may increase with film activity that may cause public alarm). No permit shall be processed without complete information.

No permits are required for reporters, photographers, or cameramen in the employ of a newspaper, news service or similar entity engaged with on-the-spot broadcasting of breaking news events. No permit is required for filming or video taping solely for private use with no commercial value. Student productions will be handled in the same manner as a regular production company.

Fees and Charges

A non-refundable application fee is charged and collected on the application. Prior to issuance of the permit, the permittee must pay all fees and any deposits that are required. If City of Vernon personnel are required to assist the production company, those estimated fees will also be collected on the permit. (See Attachment #1 for fee schedule).

Filming on Public Right-of-Way

If production companies are requesting to park equipment vehicles in areas that are not normally allowed, temporary "No Parking" signs must be posted by the City of Vernon. **Posting requests must be submitted on the permit application to FilmL.A. a minimum of 48 hours prior to first prep or film date.** Production companies must comply with all ADA (Americans with Disabilities Act) requirements. The production company shall furnish and install advance warning signs and any other traffic control

devices in conformance with the Manual of Traffic Controls, State of California, Department of Transportation. All safety precautions must be taken. Any construction by City of Vernon crews and/or private contractors, under permit or contract, shall have priority over filming activity.

No person shall use water from a public fire hydrant unless permission is obtained from the City of Vernon Water Department.

Filming in Los Angeles Flood Control Channels Or Army Corp Properties

When filming in or on LA County Flood Control or Army Corp properties, Production companies must contact the appropriate department/agencies to obtain permission for film. The approval information will be added to the FilmL.A. permit for the City of Vernon.

City of Vernon Fire Department

The Fire Department will review all filming permit requests. The review of all permits is meant to assure overall safety and adherence to applicable laws and codes. On the application, production companies must provide a complete description of activity, all set construction areas, painting & storage areas and a plot plan of all areas to be utilized.

The City of Vernon will make a Fire Safety Officer assignment on an as needed basis (special effects, large number of extras, open facility etc.).

Walk-throughs of locations will be required on a case by case basis and may incur additional fees.

When a production company has requested special effects, a licensed special effects person is required to contact the Vernon Fire Department at (323) 583-8811 ext 307 or 308 to obtain a special effects permit.

Insurance Requirements

A valid certificate of insurance must be submitted to FilmL.A. which will coordinate with the City of Vernon's Risk Manager prior to the issuance of a filming permit. The City of Vernon and FilmL.A., Inc., must be named as additionally insured. All forms and additional information may be accessed through FilmLA's website.

City of Vernon Health Department

The City of Vernon Health Department is responsible for the health and public safety of its citizens. Production companies must comply with codes governing hazardous materials and all health standards in providing the appropriate number of restrooms, and sanitary conditions for food preparation. Catering companies must display a current health permit and documentation of food handler certification as well as a vehicle inspection done within the last 90 days. The following guidelines will be evaluated when reviewing permit application for approval. Health Department forms will be attached to the application by a FilmL.A. coordinator for approval.

Restrooms: Adequate restrooms shall be provided or made available to facilitate the crew on site. Any additional mobile trailers used must have water for hand washing. "Port-a-potties" are not allowed.

Solid Waste & Trash: All solid waste and trash generated shall be properly removed and disposed of. Any debris generated from the building of sets, shall be recycled whenever possible.

Catering: All catering shall be provided by a licensed caterer. A copy of the current local health permit (Vernon's, Los Angeles County, Orange County, Ventura, or similar) shall be submitted along with a copy of the latest inspection report and the Food Handlers/Managers Certification. Caterers without valid documentation must apply for a new Vernon Health Permit at Vernon City Hall. (If you are using local restaurants to supply limited food service, please provide the name and address of facility to be used.)

Craft Service: Provide a name and telephone number of the company/person providing service. Craft services are restricted to serving non-perishable, single service, individually wrapped and labeled foods. No food preparation is permitted (sandwiches, smoothies, etc.)

Hazardous Materials: No hazardous materials or wastes shall be used or generated unless approved by this office in advance. A local permit allowing use of hazardous materials must be provided prior to approval.

Film permits that address each concern in the manner specified are given approval by our department. Film permits not requiring any of the specified items must state that they are N/A or explain why they are not required (small production units, student films, etc., may be exempt).

City of Vernon Building Department

An occupancy inspection may be required for any set building or filming activity which would impact the structure of the existing building.

City of Vernon Police Department

The responsibility of the City of Vernon Police Department includes vehicle parking and traffic control. All permittees must conform to the Manual of Traffic Controls, State of California Department of Transportation.

When filming in the City of Vernon, production companies must use off-duty City of Vernon police officers. Per City of Vernon Resolution 7141, all filming in the city requires a minimum of two (2) off-duty City of Vernon Police Officers. Intermittent traffic control will be considered following an approved traffic plan and will require a minimum of two (2) City of Vernon police officers.

Any special requests, such as, additional traffic control, driving in reverse of flow of traffic, detouring over double yellow line, use of simulated gunfire, or use of explosives must be submitted on the permit request and authorized by the Police Department.

Final Approval

FilmL.A. will send an approval communiqué through their Online Permitting System (OPS) to each department as needed based on the requested location and activity. No permit will be released until all required City of Vernon departments have approved.

Attachment #1

Schedule of Fees for Filming Activity

Permit review fee (non-refundable)	\$150/permit
Filming location fee on private property	\$150/permit
City street use fee (encroachment)	\$ 650/day
City property use fee	\$ 500/day
Health Department Inspection fee (\$75/hr, 2 hr minimum)	\$ 150.00/permit
Occupancy Inspection (as needed)	
• Building Dept Inspection (\$75/hr, 2 hr minimum)	\$150.00
Public Safety Fees (as needed)	
• On-duty fireperson (2 hr minimum)	\$90/hr
• Fire engine & personnel	\$500/hr
• On-duty Police officer (2)	\$75/hr
• Encroachment Inspector	\$75/hr
• Posting/removal of "No parking" signs	\$110.00/location

City of Vernon Fire Department Guidelines

Access:

- Fire lanes shall be kept clear (20 feet)
- Hydrants shall not be blocked
- Fire Department connections and standpipe connections shall remain clear at all times
- Filming location and associated areas, shall be cleaned and maintained on a daily basis

Parking:

- All vehicles shall be parked in designated and properly maintained areas.

Exits:

- All designated exits signs shall be kept clear and visible
- There shall be no flammable liquids, LPG stage tanks, or pyrotechnics kept near any exit.

Flammable Liquids and Gases:

- All flammable liquids and gases must be stored in approved containers and kept away from heat sources
- Pressure vessels shall be secured and identified as to contents.
- Supply and receiving vessels shall be bonded together
- There shall be proper ventilation to prevent any accumulation of flammable vapors

Electrical and Lighting:

- Extension cords shall not be used as a substitute for permanent wiring of the building
- Air conditioning shall be properly grounded.
- Cables shall be properly protected, bundled, and kept clear of exit areas

Smoking:

- Smoking will be permitted in designated areas only

Miscellaneous:

- The film permit must be on site at all times
- The sprinkler system shall be fully operational, and fire extinguishers shall be present and ready to use
- Any open burning shall be done in compliance with air pollution control guidelines
- Materials and fabrics shall be of approved flame retardant substances.