

CITY OF SOUTH PASADENA – FILM PERMIT

(Please print legibly in dark ink or type.)

\_\_\_/\_\_\_/\_\_\_

Production Co. & Title: \_\_\_\_\_ Type of Film \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Office Phone \_\_\_\_\_

Location Manager/Asst. Loc Manager \_\_\_\_\_ Cell Phones \_\_\_\_\_

Location Service: \_\_\_\_\_ Phone: \_\_\_\_\_

By filing and signing this application, the production company has reviewed and will adhere to South Pasadena filming instructions, regulations and conditions.

Signature of Film Company Rep \_\_\_\_\_ Date: \_\_\_\_\_

Locations:

- 1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

Prep/Strike Date(s): \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

Prep/Strike Date(s) \_\_\_\_\_ Times \_\_\_\_\_ Location #: \_\_\_\_\_

Rain Date(s): \_\_\_\_\_ Times: \_\_\_\_\_ Location #: \_\_\_\_\_

\*\*End time is tail lights (and all film-related personnel) leaving location. Please plan wrap accordingly. If necessary, Officer will enforce a camera wrap prior to the permitted end time based upon the size and complexity of the production in order to ensure taillights by the permitted time.\*\*

SPECIAL EFFECTS

FILMING ACTION: (write all location numbers that apply, i.e. 1, 3 tow shots)

- INT Dialogue EXT Dialogue Camera in Curblane Drive Ups/Away
ITC Nudity Camera on Sidewalk Running Shots
Wet Down Music Playback Street Closure Tow Shots
Lane Closure Snow/Rain Effects Drive w/flow of Traffic Police Escort

BRIEF DESCRIPTION OF FILMING ACTIVITIES including posting of "no parking" signs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VEHICLE TOTALS (on-street parking ONLY): Trucks: \_\_\_ Condors/Cranes: \_\_\_ Picture Cars: \_\_\_ Shuttles: \_\_\_ Gennys \_\_\_

TOTAL # Cast & Crew: \_\_\_\_\_ BASE CAMP: \_\_\_\_\_ CREW PARKING \_\_\_\_\_

NOTE: Crewmembers personal vehicles must be parked off-site on private property and not at filming location.

POSTING OF NO PARKING SIGNS: (Film company is responsible for posting and removing "No Parking" signs. Signs must be posted 24 hours in advance of your call time and removed immediately after the shoot.)

APPROVALS: Film Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF SOUTH PASADENA**

**PERMISSION TO USE PROPERTY FOR FILMING**

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I hereby give permission for \_\_\_\_\_ to use the  
Property located at \_\_\_\_\_  
of filming on the following date(s) \_\_\_\_\_ and  
time(s) \_\_\_\_\_  
(Film Company)  
(Address)

I also understand that a copy of the City of South Pasadena's Film Policy is available at the Finance Department, or by calling (626) 403-7263 and it will be mailed upon request.

**OWNER OF PROPERTY**

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Telephone Number

**CITY OF SOUTH PASADENA  
PERMISSION – ADJACENT AREA**

A **NOTIFICATION LETTER** on your company stationery must be distributed to property owners and tenants adjacent to the film location within a half-block (300 feet) on either side of the location and for a half-block (300 feet in both directions) across the street. **Written permission is required from property owners or tenants impacted by filming or parking occurring in front of their property.** If filming is to take place in the rear of property, written permission may also be required from owners/tenants abutting the rear of the film location.

We, the undersigned, have been made aware that \_\_\_\_\_  
(Film Company)

is scheduled to film at \_\_\_\_\_, South Pasadena, California on  
(Address)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Dates) (First Arrival) (Tail Lights)

\_\_\_\_\_ equipment vehicles necessary for the filming activity will be parked on \_\_\_\_\_  
(Number)

\_\_\_\_\_  
(street location)

SPECIAL CONDITIONS (e.g., rain dates, prep/strike, etc.): \_\_\_\_\_  
\_\_\_\_\_

**We hereby state that we raise no objections to the above referenced filming activity.**

Print Name	Address	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Signatures of minors or hired staff are not acceptable and are checked at random for credibility. Copies of the regulations governing filming activities in the City of South Pasadena are available at the Finance Department or by calling (626) 403-7263.

**CITY OF SOUTH PASADENA – PARKING EQUIPMENT MAP**

Permit No.: \_\_\_\_\_

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Production Title: \_\_\_\_\_ Production Co.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Filming Dates & Times: \_\_\_\_\_

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1. Draw your location street (show the nearest intersection) and show all surrounding addresses.
  2. Check (✓) each address where the property owner provided a signature.
  3. Place a series of xxx's in front of those addresses where you plan to park or want the option of parking.  
NOTE: Film Company Reps and Safety Officers: Company shall park in front of those addresses where a signature was obtained. Officers shall check with location manager to see if he/she obtained additional signatures recently. Fire trucks require 20' feet of clearance in the roadway. As a result, the company shall only park on 1 side of the street, unless the on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.
  4. Please write down the number of vehicles (generators, etc.) you plan to bring.
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Please show camera placements with a )< and dolly tracks with a III. Total # of vehicles \_\_\_\_\_ (including generator).

Please indicate RED, YELLOW, NO PARKING, and BUS ZONES.

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