

## **GENERAL FILMING RULES**

### **Permits**

Any filming that occurs within the City of Santa Clarita requires a film permit. The only exceptions are news crews, family videoing and filming that takes place entirely in a certified sound stage. Each permit is allowed up to 10 locations (over a time period of up to 14 days). Episodic television requires a new permit for each episode.

### **Permit Processing Time**

The amount of time necessary to issue a film permit depends on the complexity of the filming requested. For a simple request, production is required to submit a permit request at least two (2) working days prior to the date filming activity is to occur. Factors that could increase the review time include complicated filming, filming in sensitive areas, gunfire, special effects, filming at City owned locations, posting of “No Parking” signs, intermittent traffic control (ITC), or road closures, etc.. If such activity is requested, production should submit a permit at least five (5) working days in advance.

### **Property Owner Permission**

Production is required to obtain property owner permission for use of private property and approval from Homeowners Associations if necessary. It is production’s responsibility to identify and not interfere with normal neighborhood activities such as waste collection, street sweeping, public tree-trimming, deliveries, and ingress and egress to public or private property.

### **Insurance and Endorsement Requirements**

Before a film permit is issued, a Certificate of Insurance naming the City of Santa Clarita as an additionally insured with a policy of at least \$1,000,000 must be on file with the Film Office. If there is aerial work the minimum is \$5,000,000. The City of Santa Clarita also requires an insurance endorsement certifying the Certificate of Insurance. The certificate by itself only provides a summary of the insurance afforded from the insured, while the endorsement actually provides the coverage. The endorsement must also name the City of Santa Clarita as an endorsement holder. The endorsement must provide the general liability policy number that corresponds to the Certificate of Insurance as well as language stating that the general liability is primary and non-contributory insurance.

### **Payment**

Production shall pay prior to issuance of permit, all fees and deposits required by the permit. Production also agrees to pay within ten (10) days any additional fees incurred on the permit including all subsequent charges for the use of City-owned property, City staff, L.A. County Sheriff, etc. Payment can be made with cash, check, or credit card. Any delinquent payments after ten (10) days will be invoiced to the production company by the City of Santa Clarita.

### **Filming Hours**

Normal filming hours are from 7:00 a.m. to 10:00 p.m. Any request for filming outside these hours will most likely require a signature survey showing significant support of the requested activity from the affected residents and/or businesses.

### **Filming on City Owned Property**

Permission to film on any City-owned property can be obtained by calling the Film Office. Production should contact the Film Office at least one week prior to filming. The Film Office will act as the liaison to coordinate with any other necessary City of Santa Clarita departments. A film monitor is required for any filming on City-owned property.

### **Studio Filming**

Filming that occurs inside a certified sound stage is exempt from the permit process. Filming that occurs on the property of a certified sound stage is exempt unless it is complex filming, such as filming that occurs outside of normal filming hours or that involves special effects.

### **Students**

Filming by students on a school campus is exempt from the permit process unless it is a complex filming such as filming that occurs outside normal filming hours or that involves special effects. Filming by students on non-school property requires a film permit. Students are exempt from some permit administration fees with proof of insurance from the school and a letter from the school/university detailing the project. Students are required to submit a permit application at least one week in advance of the first filming date.

### **Non-Profits**

Charitable organizations may be exempt from some permit administration fees with submission of proof of non-profit status. A 501 (c) letter must be on file with the film office prior to issuance of permit.

### **Notification**

Notifications of residents and/or businesses within 500 ft. of the filming location and associated activity is required a minimum of two (2) working days in advance of the first filming day. Complicated filming activities may require notification of additional areas to be determined by the film office. Notification is handled by the Film Office and the service is billed to production.

### **Signature Survey**

Film Office may require a signature survey detailing the proposed filming activity. Production will be responsible for obtaining signatures of affected residents and/or businesses. Film Office will provide a signature survey form and a map and/or list of addresses. A significant majority of those surveyed must not oppose the filming for it to be approved. All signatures must be on file with the Film Office prior to permit being issued.

### **Monitor**

If deemed necessary by the Film Office, a monitor will be assigned to production at a cost billed to the production company. This includes filming that occurs on City-owned property, complicated filming activity, frequently filmed areas, etc.

### **Riders**

All revisions to the permit must be done by a rider and approved in advance by the Film Office. No handwritten changes on the permit will be effective.

### **Street Parking**

There is no cast or crew parking permitted on area streets without permission from the Film Office. A designated base camp & cast/crew parking location must be obtained by the production company.

### **Posting of No Parking**

If production needs to park vehicles or place equipment on the street in a legal parking lane or in a curb lane where parking is not permitted, temporary “No Parking” signs must be posted. Production is responsible for posting of “No Parking” signage. Posting may not be used for cast/crew vehicle parking. Posting must be done at least 48 hours in advance of the requested date to be enforceable. “Road Work Ahead” signs may be required depending on the activity requested. Any stairs from vehicles must be facing away from the road and may not impact traffic lanes. No production vehicles are permitted within 50 feet of driveways or street corners. City of Santa Clarita Public Works staff will inspect all postings 48 hours in advance of filming, again at the onset of filming activity to ensure they are done in accordance with all applicable rules including the California State DOT W.A.T.C.H. manual, and upon completion of filming to ensure signs are removed.

### **Intermittent Traffic Control (ITC)**

Production companies are required to use Los Angeles County Sheriff(s) for any filming requiring ITC. ITC on roadways is limited to two (2) minutes maximum and shall not occur more than once during any twenty (20) minute period without permission from the Film Office and/or Los Angeles County Sheriff. Production is responsible for the ordering of and paying for the required deputies. “Road Work Ahead” signs may be required depending on the activity requested. Any traffic control devices utilized shall be in conformance with the California State DOT W.A.T.C.H. manual. Traffic shall not be detoured across a double yellow line without prior approval of the City of Santa Clarita.

### **Driving Shots**

Unless authorized prior to filming by the City of Santa Clarita, the camera car(s) and any other production vehicles involved must be driven in the direction of traffic with flow of traffic and must observe all traffic laws. Driving shots involving a process trailer with sides down require Los Angeles County Sheriff(s). Any emergency roadwork or construction, under permit or contract to the appropriate department, shall have priority over filming activities.

### **Road/Lane Closures**

Various roads and traffic lanes may be closed to through traffic for filming. A detailed traffic control plan must be submitted prior to the permit being approved. This is required at least seven (7) days in advance for major arterial roads and five (5) days in advance for other roads. Consideration is given to the activity, type of road, volume of traffic, day and time of the request, and other factors determining the feasibility of the closure. All traffic control devices for approved closures must be installed and removed by a professional traffic control company and done in accordance with all applicable rules including the California State DOT W.A.T.C.H. manual. L.A. County Sheriff(s) may be required depending on the requested activity.

### **Wet Downs**

Production may wet roads for filming purposes but may not leave before the road is dry.

### **Lighting of the Premises**

Any external lighting used for filming must not be directed into public streets without prior approval of the Film Office or onto private property without the prior approval of the property owner.

### **Sheriff**

Production companies are responsible for hiring Los Angeles County Sheriff(s) if required by the permit. All Los Angeles County Sheriff(s) have the authority to enforce all filming permits issued within the city limits of the City of Santa Clarita. They are authorized to enforce, modify, or revoke a permit for safety reasons. The Film Office handles the ordering of deputies along with collecting payment for their services.

**Fire**

The Film Office submits all permit requests to Los Angeles County Fire Department Public Safety and Film Unit for review and determination of need for fire safety advisors/officers and water trucks. The Film Office collects the Fire Department's permit review fees. Production companies are responsible for contacting and hiring Fire Safety Advisors/Officers if required by their permit.

**Special Effects**

Any filming activity that requires the use of flammable materials, explosive devices, or open flames is considered a special effect. Production must obtain a special effects permit from the Los Angeles County Fire Department Public Safety and Film Unit. All special effects permits require a licensed special effects pyrotechnics operator. Special effects may require extensive notification to residents and businesses beyond the 500 ft. to ensure all those potentially affected by the activity are notified. If deemed necessary by the film office, a signature survey may be required showing significant support of the requested activity from affected residents.

**Gunfire/Firearms**

Gunfire or the brandishing of firearms must be identified in the permit request. This activity may require a Los Angeles County Sheriff be present to ensure safety and proper notification to appropriate law enforcement officers. Gunfire activity can require extensive notification beyond the standard 500 ft. to ensure all those potentially affected by the activity are notified. If deemed necessary by the Film Office, a signature survey may be required showing significant support of the requested activity from affected residents.

**Aerial Filming**

Production is responsible for providing the Film Office with verification of FAA acceptance before any aerial activities will be permitted. A Fire Safety Officer or Advisor may be required by Los Angeles County Fire Department Public Safety and Film Unit to oversee the landing and/or refueling site. A 4,000-gallon water truck must be present at the landing area.

**Signage**

All signs erected for filming purposes (including directional signs) shall be removed upon completion of shooting unless otherwise stipulated by the permit. If not removed within 48 hours, the City of Santa Clarita will remove them and may levy a fee upon production.

**Restoration**

Production shall restore any sites utilized for filming purposes to the original condition upon completion of shooting unless otherwise approved by the property owner.

**Production Report**

After filming has completed, a "production report" will be sent to production. The Film Office uses this report to assess the economic impact of production. Production is required to complete and return this report to the film office.

**Credits**

If your production includes credits, a "Thank You to the City of Santa Clarita" would be appreciated.

**Inspection**

Production must allow inspection by City of Santa Clarita staff at any time. A copy of the approved permit must remain at the filming location.

**Franchised Trash Haulers**

Production companies are required to use only approved temporary bin and roll-off box haulers that have been franchised by the City of Santa Clarita or self-haul the trash generated by production. A list of franchised haulers is available from the Film Office.

**Indemnification**

Permittee agrees to indemnify, defend and hold harmless the City of Santa Clarita, its agents, officers, employees and contractors from and against any and all liability, expense, including defense costs and legal fees, and claims for damage of any natures, including those arising from the conditions of city facilities; such claims may include, but not be limited to, those alleging bodily injury, death, personal injury, or property damage hereunder arising from the issuance or use of this permit. Permittee further agrees to indemnify, defend and hold harmless the City of Santa Clarita from any and all workers compensation suits, liability or expenses arising from or connected with any services for on the behalf of permittee or any person pursuant to this permit.

**Assignment**

The permit is a license agreement and/or temporary use or encroachment permit and is not a lease. The permit is personal, revocable, and unassignable permission to perform the acts set out. It does not reserve or grant production any interest in real property or other rights.

**Compliance with Laws**

Production agrees to comply with all applicable federal, state, and local rules, regulations and ordinances. Production agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

**Authority to Stop/Cancel**

If the permit terms are violated, the City of Santa Clarita may revoke the permit. In the event that an authorized representative of the City of Santa Clarita finds that the activities being conducted by production unnecessarily endanger the health and safety of any person or that said activities are or will cause damage to real property, said representative, at their discretion may suspend or cancel the permit. The City of Santa Clarita reserves the right to cancel the permit at any time without incurring liability to the permittee whatsoever. The Los Angeles County Sheriff Department is the law enforcement agency for the City of Santa Clarita and may enforce all conditions of the permit to protect the health and safety of the citizens of the City of Santa Clarita.