



CITY OF INGLEWOOD

Film Permit Application

One Manchester Blvd. - Inglewood, CA 90301
(310) 412-5500 Fax: (310) 330-5735



A film permit is required for the purpose of making any commercial motion picture, television production or commercial still photography in the City of Inglewood.

Listed below are the steps that must be completed to receive a Film Permit:

- Step 1) Complete the attached film permit application
- Step 2) Hand carry the film permit application to the following departments for review and signed approval
- | | |
|----------|--|
| (First) | The Public Works Department – 3 rd Floor City Hall – (310) 412-5333 |
| (Second) | The Police Department – 2 nd Floor City Hall – (310) 412-5250 or 5107 |
| (Third) | Parks and Recreation Department – 5 th Floor City Hall – (310) 412-8750 |
- Step 3) Complete the attached County of Los Angeles Fire Department Motion Picture/TV Filming Permit sheet and fax it to (818) 364-8242. The Los Angeles County Fire Department can be contacted via phone at (818) 364-8240. Please note that you must receive a signed copy back from the Fire Department to submit with your application.
- Step 4) Return the completed packet with the following information attached to the Finance Department on the 1st floor of City Hall:
- 1) Signed Los Angeles County Fire Department Film Permit (Attached)
 - 2) Signed Hold Harmless Agreement (Attached)
 - 3) Signed Permission to Use Private Property for all properties that will be used in connection with the filming including the base camp if it is a separate address (Attached)
 - 4) City of Inglewood Business Tax Application (Attached)
 - 5) Proof of Insurance – details are below
- Step 5) Day of shoot: There must be a copy of both the Film Permit and completed Film Permit application on-site at all times during the shoot. The film company should be prepared to present these two documents to any and all City officials that request to review them. **If these two documents cannot be produced on-site, then the filming must stop immediately.**

INSURANCE REQUIREMENT

A certificate of insurance will be required with a minimum of \$1,000,000 protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The certificate shall not be subject to cancellation or modification until after 30 days written notice to the City of Inglewood. The City of Inglewood should be named as co-insured and listed on the certificate as follows:

The City of Inglewood, its officers, agents and employees
One Manchester Blvd.
Inglewood, CA 90301

FEES

Permit Fee = \$600.00 Non-refundable

Taxes (Private Property) = \$44.00 for 1st day and \$22.00 for each additional day

Taxes (Public Property) = \$220.00 for 1st day and \$110.00 for each additional day

Staffing Charges = If needed will be calculated at the time the application is submitted

Parks, City Hall Filming = Minimum \$1,500.00 per day

Public Rights of Way Including Streets, Alleys and Sidewalks = \$1,032.00 per day

OTHER INFORMATION

Office Hours and location

The City's office hours are currently 7:30 am to 5:30 pm Monday thru Thursday.

The filming permit section is located at the following address:

Inglewood City Hall
One Manchester Blvd. 1st Floor – Customer Service
Inglewood, CA 90301
(310) 412-5500

Cancelling

Cancellations must be received during City of Inglewood office hours and at least 24 hours before the officer is scheduled to appear at the film shoot. Please call the Inglewood Police Department at (310) 412-5250 or (310) 412-5107 if a cancellation is required.

Student Filming

A film permit is required for student filming but the \$600.00 permit fee is waived. You will need to provide the City with both your student ID and a letter from your school stating your name and dates of filming. Other fees may apply depending on your film activity.

Filming on Public Right of Way

The City has determined that a film is on public property if any of the following apply:

- Traffic will be interrupted on City Streets
- Pedestrian traffic on sidewalks will be interrupted
- A tripod or dolly is used on sidewalks or streets
- Wires or cables run across or over sidewalks
- A generator is used on sidewalk or street
- Public parking will be impacted
- "No parking" signs are needed on any public parking whether it is metered or not
- Any person or apparatus associated with the film shoot is on public property



CITY OF INGLEWOOD

FINANCE DEPARTMENT



FILMING IN CITY OF INGLEWOOD PROCEDURE CHECKLIST

APPLICATION CHECKLIST:

- Application
- Hold Harmless Agreement
- Proof of Insurance with a Minimum of \$1,000,000 Coverage
- Permission to Use Private Property Sheet
- Los Angeles County Fire Department Approval
- Business Tax Application
- Verification from School / Professor (Student Films Only)

FEES:

- Permit Fee (\$600.00)
- Staffing Charges (Police, Public Works, etc.)
- Other Service Fees
- Parks, City Hall Filming Minimum (\$1,500.00 per day)
- Public Right of Ways Including Streets, Alleys and Sidewalks (\$1,032.00 per day)

Taxes:

- Business Taxes Private Property (\$44.00 for 1st day and \$22.00 for each additional day)
- Business Taxes Public Property (\$220.00 for 1st day and \$110.00 for each additional day)



CITY OF INGLEWOOD

Film Permit Application
One Manchester Blvd. - Inglewood, CA 90301
(310) 412-5500 Fax: (310) 330-5735



Date Received: _____

Customer Number: _____

Staff Initials: _____

Activity Number: _____

APPLICANT INFORMATION

COMPANY NAME: _____ TELEPHONE#: _____

STREET ADDRESS: _____ FAX#: _____

CITY, STATE, ZIP CODE: _____ EMAIL: _____

PRODUCER: _____ DIRECTOR: _____

PRODUCTION MANAGER: _____ PHONE#: _____ CELL#: _____

LOCATION MANAGER: _____ PHONE#: _____ CELL#: _____

ON-SITE PRODUCTION COMPANY REP: NAME: _____ CELL#: _____

PERMIT SERVICE COMPANY NAME: _____ PHONE#: _____

PERMIT COMPANY REP: _____ EMAIL: _____

FILMING DETAILS

PRODUCTION TITLE _____

PRODUCTION TYPE: TV MOVIE TV SERIES STILL PHOTO MUSIC VIDEO
 COMMERCIAL DRAMA STUDENT OTHER: _____

FEES – OFFICE USE ONLY

APPLICATION FEE: _____

BUSINESS TAXES: _____

CITY FACILITY/ PUBLIC RIGHT OF WAY: _____

POLICE PERSONNEL: _____

PUBLIC WORKS: _____

OTHER: _____

TOTAL: _____

LOCATION 1

LOCATION ADDRESS: _____

LOCATION TYPE: PRIVATE PROPERTY PUBLIC PROPERTY CITY ROADS CITY FACILITIES

BASE CAMP ADDRESS: _____ LOCATION TYPE: _____

CREW PARKING: _____ LOCATION TYPE: _____

CAST#: _____ CREW#: _____ EXTRAS#: _____ AUDIENCE#: _____

DATES

PREP DATE(S) TIME(S): _____

FILMING DATE(S) TIME(S): _____

STRIKE DATE(S) TIME(S): _____

FILMING ACTIVITIES

SUMMARY OF SCENES (ATTACH ADDITIONAL SHEET IF NECESSARY): _____

GENERAL INFORMATION

PERSONAL CARS: _____ CATERING: _____ SEMI-TRUCKS: _____ MOTOR HOMES: _____ TRAILERS: _____

CUBE TRUCKS: _____ VANS: _____ CAMERA TRUCKS: _____ PICTURE CARS: _____ CONDOR: _____

OTHER VEHICLES OR EQUIPMENT: _____

INT. DIALOGUE EXT. DIALOGUE CAMERA IN CURB LANE DRIVE UP/AWAY ITC

NUDITY CAM ON SIDEWALK RUNNING SHOTS WET DOWN STREET CLOSURE

LANE CLOSURE TOW SHOTS DRIVE BY'S DRIVE W/FLOW

DRIVING DETAILS: _____

SPECIAL EFFECTS-DETAIL: _____

PYROTECHNICS-DETAIL: _____

OTHER: _____

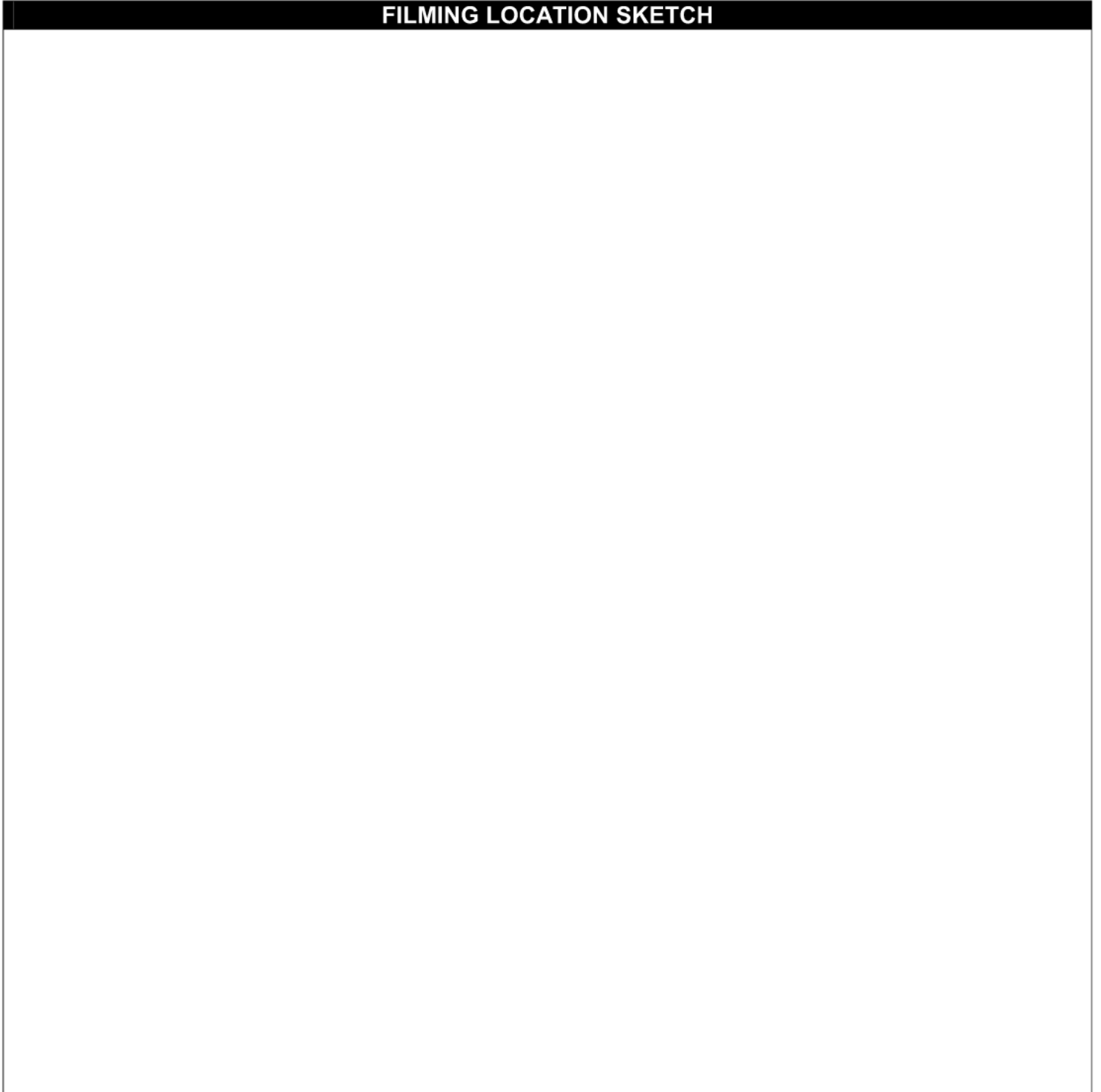
LOCATION 1 – PLOT PLAN

PLEASE INCLUDE THE FOLLOWING INFORMATION FOR THE FILMING SITE:

- 1) ADJACENT STREETS
- 2) LOCATION OF EXISTING STRUCTURES AND ANY PROPOSED TEMPORARY STRUCTURES
- 3) ANY PROPOSED BARRICADES, FENCING AND OTHER BARRIERS
- 4) GENERATOR / ELECTRICITY / UTILITY SOURCES
- 5) REQUESTED PLACEMENT OF TRAILERS, VEHICLES AND STORAGE FACILITIES
- 6) PARKING AREAS
- 7) SAFETY ACCESS POINTS
- 8) ALL OTHER RELEVANT ITEMS AT FILMING LOCATION

INTERIOR FILMING INCLUDE: 1) DOOR AND WINDOW LOCATIONS 2) LEVEL OF BUILDING 3) MAIN ELECTRICAL PANEL

FILMING LOCATION SKETCH



LOCATION 2

LOCATION ADDRESS: _____

LOCATION TYPE: PRIVATE PROPERTY PUBLIC PROPERTY CITY ROADS CITY FACILITIES

BASE CAMP ADDRESS: _____ LOCATION TYPE: _____

CREW PARKING: _____ LOCATION TYPE: _____

CAST#: _____ CREW#: _____ EXTRAS#: _____ AUDIENCE#: _____

DATES

PREP DATE(S) TIME(S): _____

FILMING DATE(S) TIME(S): _____

STRIKE DATE(S) TIME(S): _____

FILMING ACTIVITIES

SUMMARY OF SCENES (ATTACH ADDITIONAL SHEET IF NECESSARY): _____

GENERAL INFORMATION

PERSONAL CARS: _____ CATERING: _____ SEMI-TRUCKS: _____ MOTOR HOMES: _____ TRAILERS: _____

CUBE TRUCKS: _____ VANS: _____ CAMERA TRUCKS: _____ PICTURE CARS: _____ CONDOR: _____

OTHER VEHICLES OR EQUIPMENT: _____

INT. DIALOGUE EXT. DIALOGUE CAMERA IN CURB LANE DRIVE UP/AWAY ITC

NUDITY CAM ON SIDEWALK RUNNING SHOTS WET DOWN STREET CLOSURE

LANE CLOSURE TOW SHOTS DRIVE BY'S DRIVE W/FLOW

DRIVING DETAILS: _____

SPECIAL EFFECTS-DETAIL: _____

PYROTECHNICS-DETAIL: _____

OTHER: _____

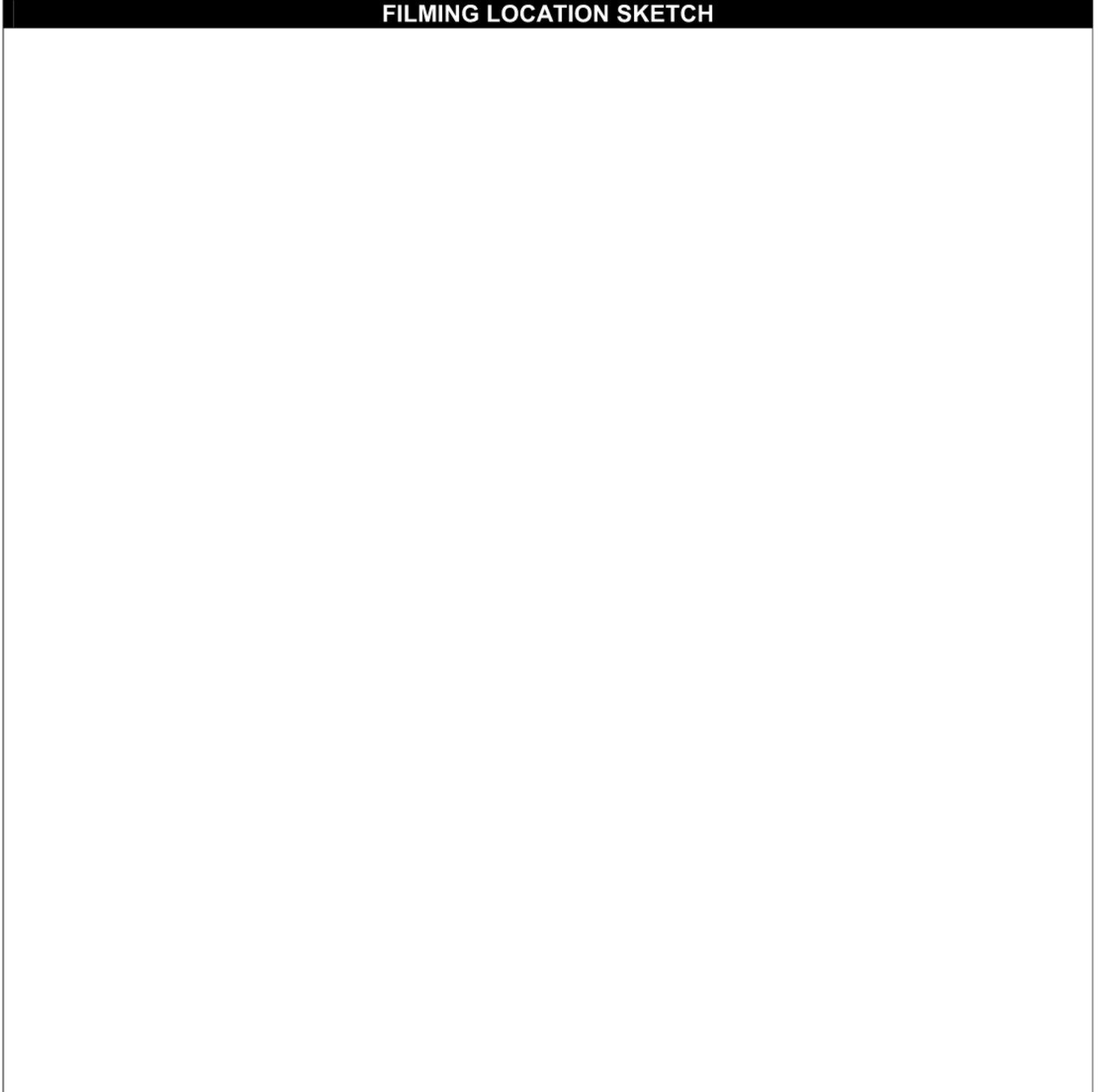
LOCATION 2 – PLOT PLAN

PLEASE INCLUDE THE FOLLOWING INFORMATION FOR THE FILMING SITE:

- 1) ADJACENT STREETS
- 2) LOCATION OF EXISTING STRUCTURES AND ANY PROPOSED TEMPORARY STRUCTURES
- 3) ANY PROPOSED BARRICADES, FENCING AND OTHER BARRIERS
- 4) GENERATOR / ELECTRICITY / UTILITY SOURCES
- 5) REQUESTED PLACEMENT OF TRAILERS, VEHICLES AND STORAGE FACILITIES
- 6) PARKING AREAS
- 7) SAFETY ACCESS POINTS
- 8) ALL OTHER RELEVANT ITEMS AT FILMING LOCATION

INTERIOR FILMING INCLUDE: 1) DOOR AND WINDOW LOCATIONS 2) LEVEL OF BUILDING 3) MAIN ELECTRICAL PANEL

FILMING LOCATION SKETCH



LOCATION 3

LOCATION ADDRESS: _____

LOCATION TYPE: PRIVATE PROPERTY PUBLIC PROPERTY CITY ROADS CITY FACILITIES

BASE CAMP ADDRESS: _____ LOCATION TYPE: _____

CREW PARKING: _____ LOCATION TYPE: _____

CAST#: _____ CREW#: _____ EXTRAS#: _____ AUDIENCE#: _____

DATES

PREP DATE(S) TIME(S): _____

FILMING DATE(S) TIME(S): _____

STRIKE DATE(S) TIME(S): _____

FILMING ACTIVITIES

SUMMARY OF SCENES (ATTACH ADDITIONAL SHEET IF NECESSARY): _____

GENERAL INFORMATION

PERSONAL CARS: _____ CATERING: _____ SEMI-TRUCKS: _____ MOTOR HOMES: _____ TRAILERS: _____

CUBE TRUCKS: _____ VANS: _____ CAMERA TRUCKS: _____ PICTURE CARS: _____ CONDOR: _____

OTHER VEHICLES OR EQUIPMENT: _____

INT. DIALOGUE EXT. DIALOGUE CAMERA IN CURB LANE DRIVE UP/AWAY ITC

NUDITY CAM ON SIDEWALK RUNNING SHOTS WET DOWN STREET CLOSURE

LANE CLOSURE TOW SHOTS DRIVE BY'S DRIVE W/FLOW

DRIVING DETAILS: _____

SPECIAL EFFECTS-DETAIL: _____

PYROTECHNICS-DETAIL: _____

OTHER: _____

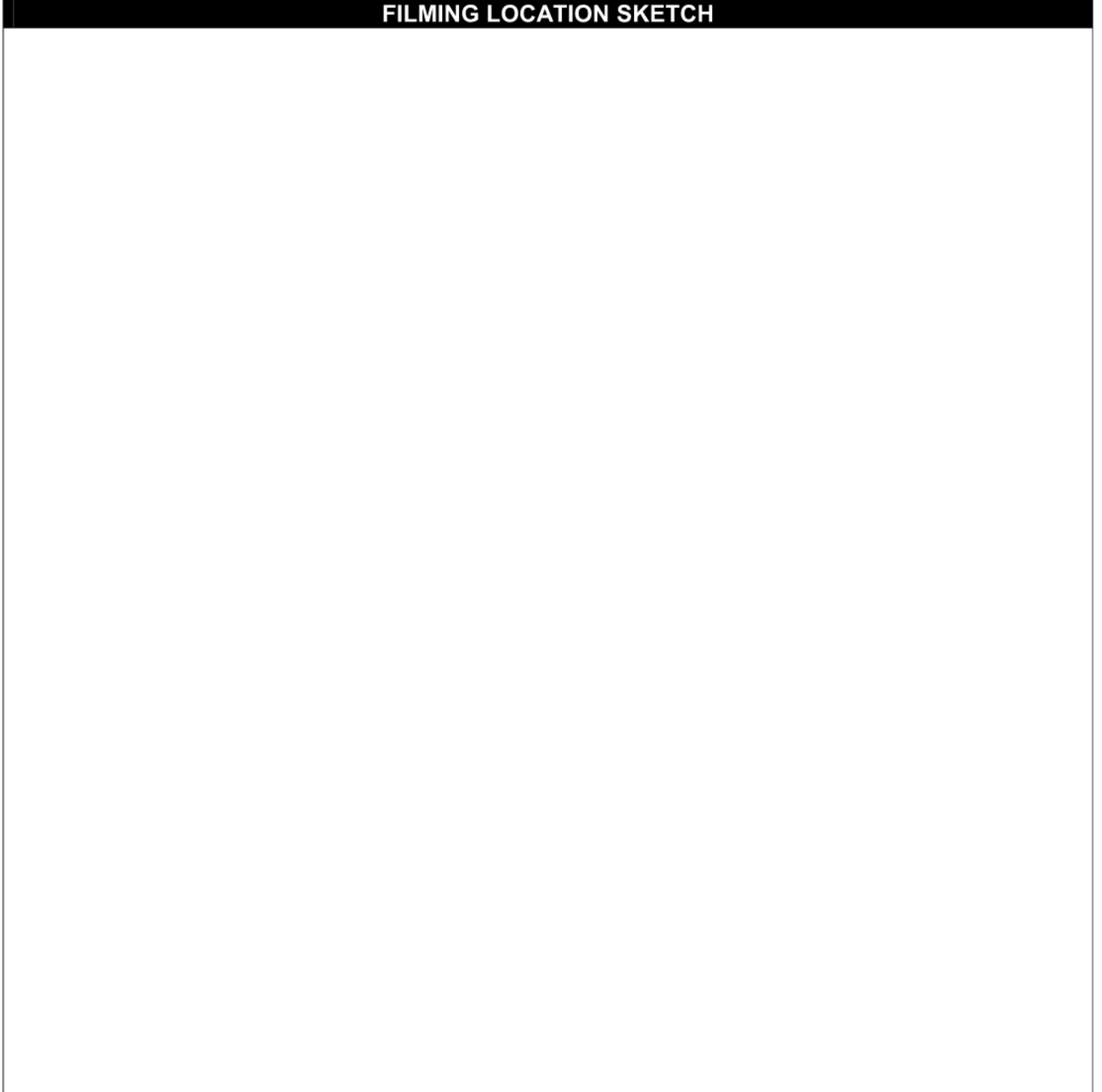
LOCATION 3 – PLOT PLAN

PLEASE INCLUDE THE FOLLOWING INFORMATION FOR THE FILMING SITE:

- 1) ADJACENT STREETS
- 2) LOCATION OF EXISTING STRUCTURES AND ANY PROPOSED TEMPORARY STRUCTURES
- 3) ANY PROPOSED BARRICADES, FENCING AND OTHER BARRIERS
- 4) GENERATOR / ELECTRICITY / UTILITY SOURCES
- 5) REQUESTED PLACEMENT OF TRAILERS, VEHICLES AND STORAGE FACILITIES
- 6) PARKING AREAS
- 7) SAFETY ACCESS POINTS
- 8) ALL OTHER RELEVANT ITEMS AT FILMING LOCATION

INTERIOR FILMING INCLUDE: 1) DOOR AND WINDOW LOCATIONS 2) LEVEL OF BUILDING 3) MAIN ELECTRICAL PANEL

FILMING LOCATION SKETCH



SIGN-OFF SHEET --- FOR CITY USE ONLY

PUBLIC WORKS DEPARTMENT - 3RD FLOOR

PHONE: (310) 412-5333

CITY EMPLOYEE ASSIGNED: _____

ENCROACHMENT PERMIT GRANTED: YES NO

TEMPORARY PARKING SIGNS POSTED: YES NO

AUTHORIZED SIGNATURE: _____ DATE: _____

FACILITIES MANAGER'S OFFICE (ONLY IF USING CITY FACILITY)

CITY-OWNED FACILITY TO BE USED: _____

CITY ELECTRICAL POWER TO BE USED: YES NO

AUTHORIZED SIGNATURE: _____ DATE: _____

POLICE DEPARTMENT - 2ND FLOOR

PHONE: (310) 412-5250 OR 5107

POLICE STAFFING REQUIRED: YES NO

RECOMMENDATIONS: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

RECREATION, PARKS & COMM. SER. DEPT. - 5TH FLOOR

PHONE: (310) 412-8750

CITY EMPLOYEE ASSIGNED: _____

RECOMMENDATIONS: _____

AUTHORIZED SIGNATURE: _____ DATE: _____



CITY OF INGLEWOOD

FINANCE DEPARTMENT



FILMING IN CITY OF INGLEWOOD HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The Undersigned, individually and on behalf of the applicant named below, agrees to indemnify, defend and hold harmless, release and discharge the City of Inglewood and its elected officials, and its employees, officers and representatives, from any and all liability, any claim or demand made, and every loss, damage, or expense of any nature whatsoever, arising from or relating to filming within the City's limits by the undersigned, by any member of any organization named below, or by guest of the undersigned or the organization named below. This includes but is not limited to liability for damaged property or injury or death to persons, attorney's fees and court costs arising out of or in connection with the activity herein described, regardless of whether the City was actively or passively negligent either solely or contributory in connection with such liability.

The Undersigned at their own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the City, its officers, agents or employees, on any judgments' that may be rendered against the City, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

In addition, it is hereby agreed, the Undersigned shall and hereby does indemnify, hold harmless and defend the City for any and all claims, demands and liability, including attorney fees and medical, court, appeals board and any other costs, related to any worker's compensation claim and benefits resulting from any injury to any off-duty police, fire or other City personnel to the extent arising or resulting directly or indirectly from any activity related to the filming within the City's limits; provided, however, that the Undersigned retains all rights of subrogation for any worker's compensation claims or benefits.

NAME OF APPLICANT: _____

NAME OF ORGANIZATION: _____

SIGNATURE OF APPLICANT

DATE



CITY OF INGLEWOOD

FINANCE DEPARTMENT



FILMING IN CITY OF INGLEWOOD PERMISSION TO USE PRIVATE PROPERTY

The undersigned is the owner /lessee of the real property located at the following address:

City of Inglewood, CA

Name of Business (if applicable): _____

I have granted permission to (film company name): _____

To use my property for the purpose of: _____

On the day/date (s) _____

from _____ am/pm to _____ am/pm.

Further, I hereby hold harmless and agree to indemnify the City, its elected officials, its officers, agents and employees against any and all claims, demands, or liabilities arising out of the Permittee's conduct or activities while on, or using, my property in connection with any filming permit(s) issued by the City of Inglewood.

I certify under penalty of perjury that the foregoing is true and correct.

Executed at _____, California on this _____ day of _____ 20____.

Signed: _____

(Property Management/Lessee must attach written authorization to consent to filming, e.g.: lease or property management contract)

Telephone: _____

Questions: Contact the City of Inglewood Finance Department at (310) 412-5500.



COUNTY OF LOS ANGELES FIRE DEPARTMENT MOTION PICTURE/TV FILMING PERMIT

14425 Olive View Dr, CA 91342 (818)364-8240/ (818) 364-8242-FAX

IN ACCORDANCE WITH ARTICLE 1 SECTION 105.8 OF THE 2002 L.A. COUNTY FIRE CODE AND/IN ACCORDANCE WITH TITLE 19, CALIFORNIA CODE OF REGULATIONS, FOR THE FOLLOWING:

This permit shall constitute permission to conduct motion picture, television and commercials and related filming productions. Such permit shall not take the place of any license required by law.

Fire Permit #: _____ Agency Permit #: _____ Date: _____

Requested By: _____ Phone #: _____

Production Company: _____ Phone #: _____

Address: _____

Production Title: _____ Fax #: _____

Location Manager: _____ Phone #: _____

FILMING LOCATION/DATES/TIMES

Primary Location/Address: _____ Dates: _____ Time: _____

Second Location/Address: _____ Dates: _____ Time: _____

Additional Locations _____ Dates: _____ Time: _____

Basecamp: _____ Dates: _____ Time: _____

TYPE OF SHOOTING

Summary of Scene: _____

Exterior Dialog () Interior Dialog () Still Shots () Special FX () Driving Scene ()

Drive By's () Drive Ups/Aways () Open to Public () Closed to Public ()

Total Cast/Crew/Extras: _____ Generator(s): _____ Aircraft? Landing () Flyovers () Refueling ()

Pyrotechnician: _____ S.F.M. #: _____ Special FX #: _____

Comments: _____

PERMIT REQUIREMENTS- Fire Department Use only

Fire Safety Advisor () Fire Safety Officer () Water Truck () Size: _____

Remarks: _____

Issued By: _____ Date: _____



CITY OF INGLEWOOD
 ONE MANCHESTER BOULEVARD
 INGLEWOOD, CA 90301 - (310) 412-5500
 www.cityofinglewood.org

**APPLICATION FOR
 BUSINESS TAX REGISTRATION**

OFFICE USE ONLY	
Business Tax No.	_____
Total Fees Paid \$	_____
Date Paid	____ / ____ / ____
Zoning Sign-off	_____
Zoning	_____

It is the business owner's responsibility to renew the Business Tax Certificate each calendar year. All Gross Receipt taxes are delinquent if not paid by the last day of February. All Flat Rate taxes are delinquent if not paid by the last day of January.

PLEASE TYPE OR PRINT CLEARLY	
Business Name/DBA _____	<input type="checkbox"/> New Business <input type="checkbox"/> Change of Owner <i>Please Check One</i> <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Business Name <input type="checkbox"/> Home Occupation
Business Location _____ <small>(Cannot be P. O. Box)</small>	
City _____ State _____ Zip _____	Start Date in City ____ / ____ / ____
Mailing Address _____	Web Address _____
City _____ State _____ Zip _____	Email Address _____
Bus. Phone () _____	Bus. Fax () _____

Description of Business Activity in Detail _____

CHECK ALL APPROPRIATE BOXES

<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Commercial Rental	<input type="checkbox"/> Residential Rental
<input type="checkbox"/> New Merchandise	<input type="checkbox"/> Building Contractor	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Vending Machine	<input type="checkbox"/> Booth Rental Only
<input type="checkbox"/> Used Merchandise	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Office Only	<input type="checkbox"/> Storage/Warehousing	<input type="checkbox"/> Educational/Institutional

No. of Employees _____ Square Feet Occupied _____ No. of Parking Spaces _____

Former Use of Business Address _____

Ownership: Corporation State of Incorporation Corp-Ltd Liability Partnership Sole Proprietor Trust

State Lic. No. _____ State Lic. Type _____ Expire Date _____

Resale No. _____ Federal ID No. _____ State ID No. _____

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

Owner Name _____	Title _____	Soc. Sec. No. _____
Home Address _____		Phone No. () _____
<small>(Cannot be P.O. Box)</small>		Cell Phone () _____
		Drivers Lic. No. _____
Owner Name _____	Title _____	Soc. Sec. No. _____
Home Address _____		Phone No. () _____
<small>(Cannot be P.O. Box)</small>		Cell Phone () _____
		Drivers Lic. No. _____

In case of emergency, please contact (attach additional sheet, if necessary)

Name _____	Title _____	Phone No. () _____
Address _____		Cell Phone () _____

Alarm Company (if applicable)

Name _____	Phone No. _____
Address _____	

I hereby certify, under penalty of perjury, that the information in this application is true, correct and complete.

Date: ____ / ____ / ____ Title: _____

Signature: _____

Return Entire Application form to above address and make check payable to the City of Inglewood.

AMOUNT DUE	
Gross Receipts	\$ _____
No. of Rental Units	# _____
Amount of Tax Due	\$ _____
Penalty	\$ _____
Fire Inspection Fee	\$ _____
TOTAL DUE	\$ _____