



# CITY OF SAN MARINO

## FILM & PHOTOGRAPHY PERMIT & LICENSE REQUESTS

No commercial still or motion filming shall be permitted in the City of San Marino without having first obtained a filming permit from the City and having paid the required fee. Requests for such permits shall be made no less than 10 days prior to the start of the filming. Failure to present a permit upon request from an authorized City official shall result in the immediate termination of any filming activity. **All filming within the City of San Marino shall be undertaken in compliance with the requirements of Section 11.08 of the San Marino City Code.**

### I. FILMING PERMIT OR LICENSE OR BOTH REQUIRED?

For commercial filming or photography, the business or individual must acquire a filming permit from the City. Residents or property owners in an R-1 or C-1 residential zone must also obtain a filming license and pay the required fee in order to have commercial still or motion filming conducted on their property. **If commercial filming will occur at a residence, an application for each will be needed. Be sure to fill out two application forms to solicit a filming permit for the business and a filming license for the residence.**

Please note: Anyone conducting business in the City – including commercial filming – must also have a business license from the Planning & Building Department.

### II. NEIGHBORHOOD CONSENT FOR MOTION FILMING PERMITS

Per City Code, prior to being issued a filming permit for **motion filming**, the business requiring the permit must solicit the written consent of neighbors within 500 feet of the perimeter of the property line on which the filming is to take place. In no case, however, shall the solicitation for consent include fewer than the 2 most immediate neighbors from each side property line and the 3 most immediate neighbors from the front and rear property line, regardless of the distance.

### III. RESTRICTIONS ON FILMING

- Time Limitations: No filming or any related activity shall take place prior to 7:30 A.M., nor later than 9:00 P.M. without the prior written approval of the City Manager.
- Parking: All parking related to filming activity shall be restricted to one side of the street only. All public roadways shall be kept open at all times unless approved by the Chief of Police. Parking may be prohibited in the area of filming activity if, in the opinions of the Chief of Police and the City Manager, a safety hazard would result or to address community needs.
- Nudity: There shall be no nude or partially nude performers in the view of the public at any time.
- Any additional restrictions may be placed on commercial filming if the City Manager deems it necessary to protect the public health, safety or general welfare of the community. Such restrictions may include the requirement for use of police, fire or other city personnel during the filming and payment of associated fees within 30 days. Failure to comply with any of the stated conditions shall be grounds for revoking the permit.

#### IV. LIMITATION ON RESIDENT FILMING LICENSES

There shall be no more than 4 resident filming licenses issued to any single property during a given calendar year.

#### V. CERTIFICATE OF INSURANCE

Prior to the issuance of a film permit, the individual or firm shall be required to present to the City a Certificate of Insurance for general liability and “errors and omissions” insurance covering liability for libel, copyright infringement, invasion of privacy, slander, defamation and similar matters. The Certificate should list the City of San Marino as an additional insured. The Certificate must be in effect for the entire period of the proposed filming. The required minimum amounts of coverage required are stated below.

Insurance Requirements		
Still Photography	General Aggregate	\$1,000,000
	For Each Occurrence	\$500,000
	“Errors and Omissions”	\$500,000
Motion Filming	General Aggregate	\$2,000,000
	For Each Occurrence	\$1,000,000
	“Errors and Omissions”	\$1,000,000

#### VI. REQUIRED ATTACHMENTS

- Site Plan
  - One copy of site plan, 8.5” x 11”-11” X 17”
  - Including:
    - North arrow and drawing scale
    - Project site address
    - Property lines
    - Existing structures with their uses labeled
- Site photos (including trees and any public property)
- Parking plan
- San Marino business license
- Overview of filming and purpose, including number of cast and crew
- Certificate of Insurance
- Proof of Public Facilities/Park Reservation (if applicable)

#### VII. EXTENSION REQUESTS

To request an extension for filming, please submit an application form, letter of justification, fees for additional days, and renewed neighborhood consent forms (if motion filming). Please notify the City as soon as possible.

## FIRE & POLICE DEPARTMENT POLICIES

### SAN MARINO POLICE DEPARTMENT

All filming which involves the placement or use of vehicles on public streets or rights-of-way, or the use of vehicles within Lacy Park shall require the employment of one or more Police Officers, as determined by the City. The San Marino Police Department will assign personnel.

The firm or individual doing the filming shall pay the City at the rate of \$60.00 per hour, or part thereof, for each police officer required, plus a 20% administrative surcharge. Payment is due within 30 days of receipt of an invoice from the City.

### SAN MARINO FIRE DEPARTMENT

All of the below listed filming criteria shall require the employment of one or more Uniformed Fire Safety Officers, as determined by the City.

- Productions using pyrotechnic special effects as defined by the California Health and Safety Code, and other special effects such as flame bars, propane canons, and other large fire scenes where flammable liquids and gases are used.
- Productions involving stunts, such as pyrotechnic special effects use of helicopters, automobile crashes, chase scenes, body burns, and any jumps or leaps involving automobiles, motorcycles and people.
- Productions using tents where the occupant load exceeds 500 persons. Any tent larger than 10' X 10' requires a separate tent permit from the Fire Department.
- Interior productions where generators, lights, and other filming equipment create a fire hazard and where set decorations, props and equipment may obstruct exits, access ways, and any other building fire protections systems.
- Interior and exterior productions that may cause the public to congregate and/ or where the size of the crew may affect safe egress.
- Productions occurring near any brush cover or areas of native vegetation where the potential for a wild fire exist. In addition, roads or trails traversing through such areas.

Personnel will be assigned by the San Marino Fire Department. The firm or individual doing the filming shall pay the City at the rate of \$75.00 per hour, or part thereof, for each firefighter required, plus a 20% administrative surcharge. Payment is due within 30 days of receipt of an invoice from the City. There is a minimum of two hours of compensation for any Fire Safety Officer not canceled within 15 minutes of scheduled reporting time.

All filming activities shall be reviewed on a case-by-case basis to determine the level of hazard and whether or not the production requires a standby Fire Safety Officer or Police Officer.

# FILM & PHOTOGRAPHY PERMIT & LICENSE APPLICATION

Indicate which you are requesting:     Commercial Filming Permit                       Resident Filming License

Indicate which type of filming:     Commercial Motion Filming                       Commercial Photography

Applicant Name [Individual or Representative]: \_\_\_\_\_

Business Name [If applicable]: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

By filing and signing this application, the applicant confirms they have reviewed and will adhere to San Marino’s filming instructions, regulations, and conditions. The issuance of a Filming Permit to an individual or firm shall constitute the complete and unconditional acceptance by the individual or firm to hold the City and its officers harmless from all liabilities and charges resulting from the filming operations. The individual or firm also agrees to be liable for all damages resulting to public property from the filming operations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out the following table including prep/strike dates and timing from film-related personnel arrival to departure:

Location (Address/Description)	Dates	Times
<b>TOTAL DAYS:</b>		

## SPECIAL EFFECTS & CONSIDERATIONS

Check all that apply:

- Fire/flare/pyrotechnics     Sidewalk use                       Street/Lane Closure/Detours                       Vehicle stunts  
 Loud sound effects (music, gunshots, etc.)     UAS (drone) use                       Tents over 10’X10’  
 Interior filming only     Exterior filming only     Native vegetation     \_\_\_\_\_

Please provide details regarding any boxes checked above including location & timing:

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This form must be submitted **at least 10 days** in advance with all required attachments.

## FILM & PHOTOGRAPHY PERMIT & LICENSE FEES

Filming Permit Fees		
Still Photography	Permit Processing Fee	\$135 per day
	Public Streets	\$1,000 per day
	Public Parks & Buildings	\$1,000 per day
Motion Filming	Permit Processing Fee	\$270 per day
	Private Property Only	\$500 per day
	Public Streets	\$2,500 per day
	Public Parks & Buildings	\$2,000 per day

Please indicate the total amount owed for filming permits or licenses for this project:

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 # of Days                      Fee per Day                      Total Owed

The fees listed above do not include Staff Standby Fees. Fees paid less than 10 days prior to filming are subject to a late fee of 20% of total fees owed. Reserving public properties entails additional fees.

**FOR CITY USE ONLY:**

Police personnel presence required:                       Yes                       No  
 If yes, number of officers required: \_\_\_\_\_                      Number of hours required: \_\_\_\_\_

Fire personnel presence required:                       Yes                       No  
 If yes, number of officers required: \_\_\_\_\_                      Number of hours required: \_\_\_\_\_

City Personnel Fees	
Police Personnel	\$60 per hour per officer
Fire Personnel	\$70 per hour per officer

Please indicate the total amount owed for city personnel for this project within 30 days of billing:

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ + (\$ \_\_\_\_\_ X .2) = \$ \_\_\_\_\_  
 # of Hours      Fee per Hour                      Subtotal                      Subtotal                      Total Owed for Police  
 Date billed: \_\_\_\_\_                      Date Paid: \_\_\_\_\_

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ + (\$ \_\_\_\_\_ X .2) = \$ \_\_\_\_\_  
 # of Hours      Fee per Hour                      Subtotal                      Subtotal                      Total Owed for Fire  
 Date billed: \_\_\_\_\_                      Date Paid: \_\_\_\_\_

# NEIGHBORHOOD CONSENT FOR MOTION FILMING PERMITS

Prior to being issued a filming permit for **MOTION FILMING**, the business requiring the permit shall solicit the written consent of neighbors within 500 feet of the perimeter of the property on which the filming is to take place. In no case shall the solicitation for consent include fewer than the 2 most immediate neighbors from each side property line and the 3 most immediate neighbors from the front and rear property line, regardless of the distance.

We, the undersigned, have been made aware that \_\_\_\_\_ (Film Company) is scheduled to film at \_\_\_\_\_ (Address), San Marino, California on \_\_\_\_\_ (Dates) from \_\_\_\_\_ to \_\_\_\_\_ (Times). \_\_\_\_\_ (Number) of equipment vehicles necessary for the filming activity will be parked on \_\_\_\_\_ (Address).

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

	Print Name	Street Address	Phone	Signature
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Signatures of minors or hired staff are not acceptable and are checked at random for credibility. The City Manager shall determine whether the actual amount of written consent received is adequate. If more than 30 signatures are required, submit multiple copies of this form.

# FILMING PERMIT & LICENSE APPROVAL

## FOR CITY USE ONLY:

Indicate permit or license:       Commercial Filming Permit                       Resident Filming License

Indicate which type of filming:    Commercial Motion Filming                       Commercial Photography

Date Application Received: \_\_\_\_\_ Date Filming Starts: \_\_\_\_\_

Submitted at least 10 days in advance?       Yes                       No

**APPROVED**                       **DENIED**                      Rationale if denied: \_\_\_\_\_

The City Manager shall be empowered to modify or waive the requirement of the written consent of the neighbors if, in his/her judgment, the filming to take place will not adversely affect the public health, safety or general welfare.

Neighborhood Consent:       Waived                       Not Waived

Permit/License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Special Conditions or Instructions: \_\_\_\_\_

Total Fees Paid: \$ \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

## DEPARTMENTAL APPROVAL:

Police personnel presence required:       Yes                       No

Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire personnel presence required:       Yes                       No

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other personnel presence required:       Yes                       No                      Dept.: \_\_\_\_\_

Parks & Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Planning & Building: \_\_\_\_\_ Date: \_\_\_\_\_

Community Services: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature (Title/Dept.): \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature (Title/Dept.): \_\_\_\_\_ Date: \_\_\_\_\_