



City of Signal Hill
Application for Film Permit
2175 Cherry Avenue
Signal Hill, CA 90755

The City of Signal Hill requires all professional photographers/videographers to obtain a film permit when capturing images of posed individuals and/or animals while receiving compensation for taking those images on public or private property. This application does not apply to private use, defined as filming activities conducted by individuals with personally owned equipment for their own private noncommercial use. (SHMC 5.14.010). After initial review of application, a Special Event permit may be required in addition to the Film application. Applicant will be responsible for all associated fees or additional permits needed for Film Permit acquisition.

Fee Structure

Fee Type	Fee	
Application Fee*	\$368.00 per application	*Application Fee does not guarantee permit approval. Additional fees may apply if additional permits are required through the review process.
Student Application Fee (with proof of current enrollment)	\$35.00	*Application Fee does not guarantee permit approval. Additional fees may apply if additional permits are required through the review process.

Further Information

For additional information or to discuss the specifics of your application, please contact the Parks, Recreation and Library Services Department at **(562) 989-7330**.

Submission of Application

Please complete and return application at least **20 business days** prior to the date of initial request. Applications received with less than 5 days advanced notice will not be accepted. *Applications without complete information, including application fee, will not be accepted or recorded as received until all information and fees are received.* Completed forms, with application fee, should be completed and delivered in person to:

Parks, Recreation and Library Services Department
1800 E. Hill Street
Signal Hill, CA 90755
comservices@cityofsignalhill.org

Completed applications may be delivered in person during operation hours, Monday-Thursday, 7:30 a.m.-5:30 p.m., or Friday, 7:30 a.m.-4:30 p.m. Applications must be received in person.

Permit Applying for:

- ☐ **Still Photography (Complete Sections 1-4 and 8)**
☐ **Film/Video (Complete Sections 1-3 and 5-8)**

1. PRIMARY CONTACT INFORMATION		
LEGAL NAME CONTACT		PHONE
ADDRESS		
CITY	STATE	ZIP
CONTACT EMAIL		
PRODUCTION COMPANY		PHONE
ADDRESS		
CITY	STATE	ZIP

2. LOCATION(S) OF PROPOSED ACTIVITIES:	
<input type="checkbox"/> Panorama Promenade	<input type="checkbox"/> Signal Hill Dog Park
<input type="checkbox"/> Raymond Arbor Park	<input type="checkbox"/> Sunset View Park
<input type="checkbox"/> Reservoir Park	<input type="checkbox"/> Signal Hill Park
<input type="checkbox"/> Calbrisas Park	<input type="checkbox"/> Discovery Well Park
<input type="checkbox"/> Hillbrook Park	<input type="checkbox"/> Hilltop Park
<input type="checkbox"/> Other/Private (please provide in detail):	

3. REQUESTED CITY SERVICES (*Fees will be assessed after initial application review)	
<input type="checkbox"/> City Hall – Administrative Services/Finance Department	
<input type="checkbox"/> Community Development	
<input type="checkbox"/> Parks, Recreation and Library Services Department	
<input type="checkbox"/> Finance Department	
<input type="checkbox"/> Fire Department	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Public Works	

4. GENERAL INFORMATION	
DATE(S)	TIME(S)
NUMBER OF PEOPLE	
NO. OF TALENT _____/DAY	NO. OF CREW _____/DAY
NO. OF ADULTS _____/DAY	NO. OF CHILDREN _____/DAY
NUMBER AND TYPES OF VEHICLES	
TYPES OF EQUIPMENT USED	

DESCRIBE PROPOSED ACTIVITY AT THIS LOCATION

Include special effects (i.e. Pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of photo/filming activity anticipated. Attach additional sheets if necessary.

5. PHOTO SHOOT TYPE

____ FAMILY ____ ENGAGEMENT ____ WEDDING ____ GRADUATION ____ PET

OTHER (DESCRIBE) _____

APPLICANTS MUST COMPLETE THE SECTIONS BELOW IF APPLYING FOR A FILM PERMIT; OTHERWISE, PROCEED TO SECTION 8.

6. FILM PRODUCTION COMPANY INFORMATION

PRODUCTION COMPANY

PRODUCTION COMPANY ADDRESS

PRODUCTION TITLE

PRODUCTION TYPE

PRODUCTION COMPANY PHONE NUMBER

PRIMARY PRODUCTION SITE MANAGER/POINT OF CONTACT NAME

PRIMARY PRODUCTION/SITE MANAGER/POINT OF CONTACT NUMBER

ALTERNATE PRODUCTION SITE MANAGER/POINT OF CONTACT NAME

ALTERNATE PRODUCTION/SITE MANAGER/POINT OF CONTACT NUMBER

PRODUCTION TYPE (please check)

☐ FEATURE FILM

☐ NONPROFIT

☐ TV SERIES

☐ STUDENT FILM

☐ COMMERCIAL

☐ DOCUMENTARY

☐ MUSIC VIDEO

☐ OTHER (please describe): _____

BRIEFLY DESCRIBE PLOT

7. LOCATION ONE INFORMATION

LOCATION 1

DATE(S)

TIME(S)

NUMBER OF CAST & CREW

NUMBER AND TYPES OF VEHICLES (site plan map and parking plan must be included)

BASE CAMP/PARKING/STAGING LOCATIONS REQUESTED
ARE STREET CLOSURES BEING REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, include in site plan
TYPES OF EQUIPMENT USED
WILL ANY OF THE FOLLOWING EQUIPMENT OR EFFECTS BE USED? <input type="checkbox"/> WEAPONS/GUNFIRE <input type="checkbox"/> ANIMALS <input type="checkbox"/> PYROTECHNICS <input type="checkbox"/> SPECIAL EFFECTS
DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION Include special effects (i.e. Pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary

8. LOCATION TWO INFORMATION	
LOCATION 2	
DATE(S)	TIME(S)
NUMBER OF CAST & CREW	
NUMBER AND TYPES OF VEHICLES (site plan map and parking plan must be included)	
BASE CAMP/PARKING/STAGING LOCATIONS REQUESTED	
ARE STREET CLOSURES BEING REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, include in site plan	
TYPES OF EQUIPMENT USED	
PLEASE INDICATE IF ANY OF THE FOLLOWING WILL BE USED AS PART OF THE FILMING <input type="checkbox"/> WEAPONS/GUNFIRE <input type="checkbox"/> ANIMALS <input type="checkbox"/> PYROTECHNICS <input type="checkbox"/> SPECIAL EFFECTS	
DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION Include special effects (i.e. Pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary	

9. FILMING ACTIVITIES
PLEASE CHECK ALL THAT APPLY
<input type="checkbox"/> INTERIOR DIALOGUE
<input type="checkbox"/> EXTERIOR DIALOGUE
<input type="checkbox"/> EQUIPEMENT ON SIDEWALK
<input type="checkbox"/> EXPLOSIONS
<input type="checkbox"/> EQUIPMENT IN CURB LANE
<input type="checkbox"/> DRIVING/TOW SHOTS
<input type="checkbox"/> SIDEWALK CLOSURE
<input type="checkbox"/> STUNTS/FIGHTING

<input type="checkbox"/> LANE CLOSURE
<input type="checkbox"/> STREET CLOSURE
<input type="checkbox"/> OVERNIGHT PARKING
<input type="checkbox"/> FIRE/OPEN FLAME
<input type="checkbox"/> TENTS/CANOPIES
<input type="checkbox"/> CRANES/LIFTS
<input type="checkbox"/> AMPLIFIED MUSIC
<input type="checkbox"/> WEAPONS/GUNFIRE
<input type="checkbox"/> SPECIAL EFFECTS
<input type="checkbox"/> PYROTECHNICS

***ALL APPLICANTS MUST SIGN THIS FORM BEFORE PROCESSING.**

10. AFFADAVIT	
<p>The undersigned as agent and representative of the applicant hereby agrees to the conditions of approval for this permit and further agrees to obtain City approval for any change or deviation from the information provided herein. It is agreed and understood that failure to comply with the conditions of this permit shall cause the permit to be revoked and cancellation of production.</p> <p>The applicant shall indemnify and hold harmless the city and their officers, agents and employees, and shall defend, indemnify and save harmless the city and their officers, agents and employees, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including workers' compensation claims, of or by any person, in any way resulting from any act or omission of the applicant or such officers, agents or employees of the applicant.</p>	
SIGNATURE OF APPLICANT	DATE

PLEASE ATTACH PROOF OF INSURANCE, APPLICATION AND ALL APPLICABLE DOCUMENTS, AND DELIVER TO:

Parks, Recreation and Library Services Department
 Attention: Administrative Assistant
 1800 E. Hill Street
 Signal Hill , CA 90755

Applications without complete information and all required attachments not be accepted until all information is submitted.

<p>SECTIONS BELOW TO BE COMPLETED BY THE CITY OF SIGNAL HILL</p> <p>Each of the following departments is requested to indicate terms and conditions that must be met before any permit is issued.</p>

11. POLICE SERVICES CONDITIONS
CONDITIONS
REVIEWED BY

NUMBER OF OFFICERS REQUIRED	
HOURLY RATE	4 HOURS MINIMUM PER OFFICER
TOTAL DUE FOR POLICE DEPARTMENT	

12. FIRE AUTHORITY CONDITIONS	
CONDITIONS	
REVIEWED BY	

13. COMMUNITY DEVELOPMENT CONDITIONS	
CONDITIONS	
REVIEWED BY	
ANY FILM RESTRICTIONS WITHIN THE DISTRICT?	

14. PARKS, RECREATION AND LIBRARY SERVICES CONDITIONS	
CONDITIONS	
REVIEWED BY	
ANY FILMING ON CITY PARK OR FACILITIES PROPERTY?	
(Location)	
TOTAL SECURITY DEPOSIT DUE:	

15. PUBLIC WORKS CONDITIONS	
CONDITIONS	
REVIEWED BY	
ANY FILMING ON PUBLIC STREETS AND/OR SIDEWALKS?	
(Location)	
ENCROACHMENT PERMIT TOTAL DUE	

16. FINANCE DIRECTOR/RISK	
CONDITIONS	
REVIEWED BY	
INSURANCE APPROVED?	
SIGNED	DATE

17. CITY MANAGER'S OFFICE/DEPUTY CITY MANAGER – FINAL REVIEW	
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CONDITIONS	
SIGNED	DATE

PERMIT #	EFFECTIVE DATE THROUGH
RECEIPT #	DATE

General Conditions Applicable to All Issued Permits within the City of Signal Hill City Boundaries

1. The City of Signal Hill requires all professional photographers/videographers to obtain a film/video/photography permit when capturing images of posed individuals and/or animals while receiving compensation for taking those images on public or private property. A professional photographer/videographer is defined as someone who participates for gain or livelihood in the activity of taking photos/videos or producing images. This application does not apply to private use, defined as filming activities conducted by individuals with personally owned equipment for their own private noncommercial use. (SHMC 5.14.010)
2. Filming activity for private, non-commercial purposes is not subject to regulation.
3. City seal should not be used to constitute City “endorsement” of film content.
4. DURATION:
 - a. Application must be filed at least (20) business days in advance of filming.
 - b. Permit is valid for five (5) consecutive calendar days
 - c. Permit renewable if it causes no interference with public use of facility.
5. Upon initial review, City personnel may deem it necessary to complete the Special Events Application. Permit will not be issued until there has been a full review of the Special Events Application by all departments to ensure compliance. Additional conditions of approval may apply.
6. If City services, personnel or equipment, or facilities are needed, applicant will receive a detailed estimate of the charges.
7. If applicant is requesting that public be denied access to any area of filming, application will need to petition residents/business within a 300’ radius to gain permission at applicant’s expense.
 - a. Please note that 65% approval will be required during hours of 7am-10pm and 100% approval will be required during any hours outside this window.
8. Payment of estimated charges should be made in person at the City’s Park, Recreation and Library Services Department at 1800 E. Hill Street. Acceptable forms of payment include cash, Visa, or Mastercard.
9. Certificate of Insurance and endorsement must be delivered showing general liability coverage of at least \$1million. An additional cash bond may be required to cover possibility of property or equipment damage.
10. Applicant must agree to comply with General Filming/Photography Rules.
11. Applicant must submit approved Los Angeles County Fire Department Film Permit.
12. Applicant must designate a representative to ensure compliance with provisions - name must be shown on permit application.