



CITY OF LAKEWOOD
Business License Division
 (562) 866-9771 Extension 2622 • Buslic@Lakewoodcity.org

Film Permit Application

Name of Applicant:				
Address:	Ste. /Apt.	City	State	Zip
Film Location:		Film Date(s):		

Thank you for considering the City of Lakewood as a possible location for your upcoming filming. Below is a list of conditions and procedures required by the City of Lakewood to permit filming within the City. The City **requires ten working days** to process a request to film in accordance with the Lakewood municipal code.

- _____ Completed film permit application. (\$470.00 processing fee and \$25.00 amp sound fee if needed).
- _____ Completed business license application (\$85.00 plus \$4.00 State-Mandated fee, plus employee calculations).
- _____ Provide written permission(s) from all involved property owners for property to be used, involved in, or affected by the filming. Use of City property including parks, fields, or facilities must be approved by the City’s Recreation and Community Services Department (Extension 2408) prior to filming.
- _____ If the event involves temporary structures (including tents and canopies larger than 120 sqft., inflatable attractions or jumpers, and stages) generators, or any portion of a parking lot, a building permit or plan check may be required. Contact Lakewood Building and Safety (Extension 2350) for more information.
- _____ If the event involves any public street or sidewalk, an encroachment permit must be acquired (\$315.00). Contact Lakewood Public Works (Extension 2500) for more information.
- _____ The Lakewood Public Safety Department will determine the requirements for traffic control, crowd control, or security for the entire filming and work with the applicant to secure law enforcement services with the L.A. County Sheriff’s Department if required.
- _____ Contact the L.A. County Fire Film Permit Division at (818) 364-824 or PSFU@fire.lacounty.gov to determine if a fire permit or fire safety advisor is required.
- _____ Certificate of insurance naming the City of Lakewood as additional insured. (\$1,000,000.00 minimum) The City holds the right to increase insurance requirements based on the size and scope of the filming.
- _____ Provide the City of Lakewood with a “Hold Harmless Agreement” signed by an authorized agent of the corporation or business.
- _____ Provide the City of Lakewood a diagram of the location where the filming will take place, including location of all equipment and vehicles involved.
- _____ All residents and/or businesses within 200 ft. of the film location must receive a notice of filming stating dates, times, location address, production company contact information, and City contact information at least 24 hours prior to the first film activity. Written approval from impacted residents and/or businesses may be required per Lakewood municipal code as determined by the City.



CITY OF LAKEWOOD

5050 Clark Ave, Lakewood CA 90712, 562-866-9771 ext. 2622, buslic@lakewoodcity.org

PERMIT APPLICATION FORM

(Applicant must mark one of the boxes)

SPECIAL EVENT FILM

Note: City of Lakewood must receive all applicable documents before consideration and review of permit application. Please see accompanying checklist for details.

Please print:

FULL NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____ **EMAIL ADDRESS:** _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

Partnership, Corporation, or Association: List names and phone numbers of Partners and/or Principal Officers:

President or Partner _____

Phone number _____ **Email address:** _____

Vice President or Partner _____

Phone number _____ **Email address:** _____

Secretary/Treasurer _____

Phone number _____ **Email address:** _____

Nature of business to which permit is requested: _____

This permit request is for an event that will be: ___one-time ___temporary ___ongoing

Event Location Name and Address: _____

When will the event take place: *(If permit is one-time or temporary, list all dates or "thru dates". If ongoing, list days of the week)*

Date(s)/Day(s) of week: _____

Time of Event: From ___ A.M./P.M. To ___ A.M./P.M.

Number of expected attendees (participants, cast and crew, etc): _____

Describe the kind and amount of equipment to be used and provide other relevant information:

**** Attach to this application a diagram of the location/area where event will take place ****

I hereby declare that I am the owner or authorized representative of the business for which this permit is hereby applied. I certify that the said business will comply with all regulations of the City and contractual agencies and the laws and ordinances of the City of Lakewood and the State of California.

Applicant Name

Applicant Signature

Date

FOR OFFICE USE ONLY

Received by:	Approved by:
Date:	Date:

CITY OF LAKEWOOD BUSINESS LICENSE APPLICATION



Business License Division, P.O. Box 220, Lakewood, CA 90714
 Tel: 562-866-9771 x 2622, E-mail: BusLic@Lakewoodcity.org

Business License Application for Film Permit

PLEASE FILL ALL APPLICABLE ITEMS. FIELDS WITH AN ASTERISK (*) ARE REQUIRED. PLEASE PRINT CLEARLY:

Business Name/ DBA*:		Name of Owner*:		
Business Location*:	Ste. /Apt.	City	State	Zip
Mailing Address*:	Ste. /Apt.	City	State	Zip
Business Phone* :	Business Email Address:			

Describe your Business Operations* :

Federal I.D./Last 4-digit of Social Security#:	Number of Employees working at this Production, including Cast & Crew*:	Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor		
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Film Date:	Film Location:
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I DECLARE, UNDER PENALTY OF PERJURY, THE ABOVE STATEMENTS TO BE TRUE AND CORRECT.

APPLICANT NAME (Please Print)*:	TITLE*:
APPLICANT SIGNATURE*:	DATE*:

OFFICE USE ONLY

For questions and inquiries, please contact:
City of Lakewood- Business License Office
P.O. Box 220,
Lakewood, CA 90714
Phone: (562) 866-9771 ext. 2622
Fax: (562) 866-0505
Email: Buslic@lakewoodcity.org

Base Rate: \$85.00
Employee Calculations(Cast & Crew): \$5.00 x _____ =
State Mandated Fee*: \$4.00
TOTAL TAXES DUE: \$



CITY OF LAKEWOOD

HOLD HARMLESS AGREEMENT

_____, hereby release, discharge and agree not to sue the City
(Company/Individual name)

of Lakewood, it's officers, elected officials, employees, and agents, to the extent permitted by law, the CITY, its elected officials, officers, agents, and employees should be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising from or in any way related to the performance of this film permit.

In consideration for being permitted to the above event/work, I hereby agree for myself, administrators officers and assigns, that I shall indemnify and hold harmless the City of Lakewood, it's officers, employees and agents from any and all losses, liabilities, damages, cost and expenses, including reasonable attorney's fees, expert witness fees, and cost to the extent that are caused by negligence of Permittee, or any of the Permittee's officers, agents, employees or contractors, caused by, arising out of or in any way connected with exercise by permittee.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence" as the term is used in applicable case law and/or statutory provision.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, agents, or employees of the City of Lakewood.

The City of Lakewood shall have the privilege of inspecting the premises covered by this permit at any or all times.

Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

The City of Lakewood may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. The City of Lakewood agrees it will not unreasonably exercise this right of termination.

By: _____

Title: _____

Date: _____



Dear Neighbors:

At FilmLA, we work to create an environment where on-location filming is conducted with professionalism and courtesy. Our mission is to coordinate permits for on-location filming in a way that minimizes the impact of film production on your neighborhood. Production companies should strive to adhere to this Filmmakers' Code of Professional Responsibility. If you find a production company is not complying with the provisions below, please call us at **213.977.8600**, day or night.

Dear Filmmakers:

You can count on FilmLA to apply our knowledge and expertise to help you film in local neighborhoods. Maintaining a positive working relationship with community members will help ensure continued access to the greatest variety of locations. As a guest in area neighborhoods, you are obligated to treat the public and the location with courtesy. The provisions in this code are a part of your permit.

1

The production company must comply with the provisions of the film permit at all times.

2

The Filmmakers' Code of Professional Responsibility will be attached to every permit, and both must be shown to any member of the public that asks to see them.

3

Productions arriving on-location in or near a residential neighborhood shall enter the area no earlier than the time stipulated on the permit.

4

Moving or towing vehicles is prohibited without the permission of the local municipality or the vehicle owner.

5

Cast and crew must observe designated parking areas. Parking of cast and crew vehicles on public streets is prohibited unless authorized by the film permit.

6

Parking on both sides of public streets is prohibited unless specifically authorized by the film permit.

7

Production vehicles may not block driveways without the express permission of the local municipality or the driveway owner.

8

Noise levels should be kept as low as possible. Generators and vehicles producing exhaust should be placed as far as practical from residential buildings. Do not let engines run unnecessarily

9

Cast and crew are to remain on or near the area that has been permitted. Do not trespass onto neighboring residential or commercial property.

10

Designated smoking areas must be observed, and cigarettes must always be extinguished in butt cans.

11

Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the owner, or in the case of parkway trees, the local municipality and property owner.

12

If not specified in the permit, an area for meal service and consumption must be designated. All trash must be disposed of properly upon completion of the meal.

13

All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.

14

Crew members should not display signs, posters or pictures that do not reflect common sense and good taste.

15

Cast and crew shall refrain from using lewd or offensive language within earshot of the general public.

16

Cast and crew must not bring guests or pets to the location, unless expressly authorized by the permit.

17

All catering, crafts service, construction, strike and personal trash must be removed from the location.

18

All signs removed (or erected) for filming purposes must be replaced (or removed) after use of the location unless otherwise stipulated by the location agreement or permit.

19

When departing the location, all signs posted to direct production company personnel to the location must be removed.

20

When production ID passes are issued, every crew member must wear the pass while on-location.