



CITY OF LOS ALAMITOS

FILM PERMIT CHECKLIST

Community Development Department

3191 Katella Ave., Los Alamitos, CA 90720-5600

Phone: (562) 431-3538 Fax: (562) 493-0678

PROJECT INFORMATION

Project Beginning Date: _____

Project Title: _____

Production Type: _____

Date(s) of Filming: _____ Times: _____

Filming Address: _____

City: _____ State: _____ Zip: _____

Publicity Contact: _____ Phone Number: _____

FOR STAFF USE ONLY

	RECEIVED ON
APPLICATION	
NOTIFICATION LIST	
HOMEOWNERS LIST (IF NECESSARY)	
INSURANCE INFORMATION	
FINAL PERMIT (SIGNED/APPROVED)	
PAYMENT REQUEST	
PAYMENT RECEIVED	
FAX COPY TO ORANGE COUNTY FILM COMMISSION (714) 278-7521	



CITY OF LOS ALAMITOS

LOCATION FILMING PERMIT APPLICATION

Community Development Department
3191 Katella Ave., Los Alamitos, CA 90720-5600
Phone: (562) 431-3538 Fax: (562) 493-0678

FOR OFFICE USE ONLY
Received: _____
Filing Fee: \$250.00
DATE: _____
 APPROVED
Film Permit #: _____
 DENIED

APPLICANT INFORMATION

Applicant Name: _____
Production Company: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
E-mail Address: _____
Location Manager: _____ Phone Number: _____
Publicity Contact: _____ Phone Number: _____

If you are using a permit service or if you have hired an agent authorized to sign permits and pay city fees please provide the information below. Agents will not be permitted to pull permits without written authorization:

Permit Service/Agents Name _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Cell Phone Number: _____

PROJECT INFORMATION

Project Title: _____
Production Type: _____
Date(s) of Filming: _____ Times: _____
Filming Address: _____
City: _____ State: _____ Zip: _____
Description of Activity: _____

Cast and Crew size: _____
Refueler: Yes No Generator: Yes No
Requested "No Parking": Yes No - Location and Quantity: _____
Requested Traffic Control: Yes No - Location of Traffic Control: _____
Pyrotechnics (brief description): _____

Additional Information: _____

FOR OFFICE USE ONLY

Permit may not be extended beyond: _____
Insurance Received on: _____

Department Approvals

Police Approved Denied - Comments: _____
Fire Approved Denied - Comments: _____
Public Works Approved Denied - Comments: _____
Planning Approved Denied - Comments: _____
Building Approved Denied - Comments: _____



CITY OF LOS ALAMITOS

FILM PERMIT SIGNATURE SURVEY

Community Development Department
3191 Katella Ave., Los Alamitos, CA 90720-5600
Phone: (562) 431-3538 Fax: (562) 493-0678

If filming occurs in business and residential areas and streets must be closed from time to time to accommodate film production crews or on-street parking as needed, the City of Los Alamitos requires production companies to survey nearby businesses and/or residents. This survey is used by the Community Development office in evaluation neighborhood support for the proposed film activities.

Purpose: _____
Where: _____
When: _____
Time (s): _____
Contact: _____
Phone Number: _____
Traffic Information: _____

The production company has applied for the necessary film permit and will maintain all legally required liability insurance. If a permit is granted, all City personnel required to ensure public safety will be on location during the filming. The production company will make every effort not to disturb you and will abide by the hours set forth above. Thank you in advance for your cooperation and hospitality while location filming occurs in your neighborhood.

Building Manager: In multiple unit buildings, managers may sign on behalf of tenants, but must notify all tenants.

Total number of units in building: _____

Address signed for: _____

I as the manager of the above named building, HAVE NOTIFIED ALL THE TENANTS and know of no substantial objection to the proposed filming Activity.

Signature: _____ Date: _____

Printed Name: _____

Please indicate your survey response below:

I do not object to the scheduled filming/photography request

I object to the filming/photography request for the following reasons: _____

Signature: _____ Date: _____

Printed Name: _____

Address: _____ Phone Number (optional): _____

If you have any questions or concerns regarding this request, please contact the production company at:

Production Company: _____ Phone Number: _____

Location Manager: _____ Phone Number: _____

Production Manager: _____ Phone Number: _____

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT THE
LOS ALAMITOS COMMUNITY DEVELOPMENT DEPARTMENT (562) 431-3538, EXT 301.**

INSURANCE REQUIREMENTS

Dear Film Applicant:

This information letter is intended to assist you in obtaining the insurance coverage required for your event/activity and permit. **Please forward this letter to your insurance broker/agent.**

For the duration of your permit, you must maintain, from an insurance company(ies) either admitted to write insurance in the State of California or rated A: VIII by A.M. Best Company (or equivalent), the following insurance coverages, unless the City's Risk Manager determines that other coverages or higher limits are required for your activity.

1. **Commercial General Liability** (equivalent to ISO CG 00-01-11-85 or CG 00-01-11-88) in an amount not less than One Million Dollars (\$1,000,000) per occurrence. If food is sold, products liability coverage in an amount not less than One Million Dollars (\$1,000,000) must be included. If alcoholic beverages are sold or served, liquor liability coverage in an amount not less than One Million Dollars (\$1,000,000) must be included. If participants, film extras, and/or spectators are involved, the certificate of insurance must specify that the commercial general liability covers participants, film extras, and/or spectators, as applicable. The City's General Liability Endorsement form provides coverage for the City, its officials, employees, volunteers, and agents as additional insureds under your commercial general liability policy.
2. **Workers Compensation** as required by the California Labor Code, if the permit holder uses its own employees in conducting the planned film shoot.
3. **Automobile Liability** (equivalent to ISO form CA 00-01-06-92) in the amount no less than One Million Dollars (\$1,000,000) combined single limit covering Symbol I (any auto), if automobiles are used in the move-in, setup, breakdown, or operation of the film shoot. If you are using only non-owned or hired autos, a non-owned auto endorsement to your general liability policy is acceptable.
4. **Aircraft Liability** in the amount not less than One Million Dollars (\$1,000,000) per occurrence, if helicopters or other aircraft are used in the conduct of or in connection with the film shoot.
5. **Watercraft Liability** in an amount not less than One Million Dollars (\$1,000,000) per occurrence if watercraft are used in the conduct of or in connection with the film shoot.
 - **Certificate of Insurance** issued by your insurance broker-agent evidencing the insurance coverages applicable on your film shoot, with the cancellation provision on the certificate amended to read as follows: *"Should any of the above described policies be canceled before the expiration dates thereof, the issuing company will mail thirty (30) days prior written notice to the certificate holder. In the case of cancellation for nonpayment of premium, the issuing company will mail ten (10) days prior written notice to the certificate holder. "*
 - Any written statement by you and/or your insurance broker-agent explaining the reasons why any of the above coverages are limited or why any of the applicable requirements have not been satisfied.

All certificates and endorsements must be original, signed documents submitted to Director of Community Development, City of Los Alamitos, 3191 Katella Avenue, Los Alamitos, CA 90720.

If you or your insurance broker-agent has any questions regarding these insurance requirements please do not hesitate to contact us.

INSURANCE REQUIREMENTS SUMMARIES

GENERAL FILMING INSURANCE REQUIREMENTS

Production companies who are requesting to film on City owned or operated property must have a current certificate of insurance on file with the City of Los Alamitos Community Development Department.

STUDENT FILMING INSURANCE REQUIREMENTS

Students who are requesting to film on City owned or operated property must have their school's current certificate of insurance on file with the City of Los Alamitos Community Development Department.

STILL PHOTOGRAPHY INSURANCE REQUIREMENTS

Photographers who are requesting to take still photography on City owned or operated property must have a current certificate of insurance on file with the City of Los Alamitos Community Development Department.

CERTIFICATE REQUIREMENTS

All certificates must be in U.S. dollars and include the following:

- General Liability coverage in the amount of \$1,000,000 with policy number, effective, and expiration dates.
- Automobile Liability "Owned", "Hired" and "Non-Owned" coverage in the amount of \$500,000 with policy number, effective and expiration dates, if vehicles will be used.
- Certificate Holder: The City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

The City of Los Alamitos must be named as an Additional Insured under both General and Automobile Liability policy.

For filming involving Aircraft, a separate aircraft insurance certificate must be on file that includes Aircraft Liability coverage in the amount of \$5,000,000 with policy number, effective and expiration dates. The City of Los Alamitos must be named as an Additional insured.

The following wording must be included on the Additional Insured Endorsement:

"The City of Los Alamitos, including its agencies, departments, officers, agents, employees and servants is named as an Additional Insured with respect to liability arising out of operations related to filming on property owned, operated or controlled by the City of Los Alamitos."