

CITY OF COVINA

PERMIT REQUIREMENTS AND INFORMATION FOR MOTION PICTURE, VIDEO, AND PHOTOGRAPHY FILMING

1. Permit applications **must** be made seven (7) days in advance of filming.
2. The permit fee is \$300 per day which includes the business license. Additional fees may apply when filming on public property.
3. An original certificate of insurance for two million dollars with a notarized endorsement naming the City of Covina/Covina Redevelopment Agency as additional insured.
4. Police personnel may be required on certain locations and definitely are required when work is done on public property. Estimates of schedule shall be provided and payment for such coverage must be paid in advance of location work. The current hourly rate is \$85.00 per employee.
5. Approval by Los Angeles County Fire Department is required and an L.A. County Fire permit with approval of Fire Safety Officer may be needed.
6. Location work involving traffic stoppage is prohibited on Citrus Avenue between the hours of 10:00 am and 5:00 pm.
7. Notification of businesses or residents impacted by location work is required.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

The City of Covina (Lessor) is added as an additional insured on Policy _____ with respect to filming in the City of Covina. But only with respect to the negligence of _____ Inc. (its agents and employees), as lessee of the subject location arising from the use of or operations by _____ Inc. (its agents and employees), without expanding the foregoing but in further clarification and limitation thereof, no coverage is afforded lessor for any claim or liability based upon actual or alleged defects in the subject property and/or based upon any actual or alleged negligence of lessor.

For _____
Production

Date _____

Agent _____



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

864 N. San Vicente Bl, W Hollywood, CA 90069 (310) 358-2397/ (310) 358-2385-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: _____ Dates: _____ Time: _____

Second Location: _____ Dates: _____ Time: _____

Additional Location: _____ 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 ()

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: _____

COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE SAFETY ADVISOR/OFFICER GUIDELINES

1. Fire Safety Advisors are Retired County of Los Angeles Fire Department personnel who are specially trained to recognize and abate fire and life safety hazards associated with the film industry.

A. FIRE SAFETY ADVISORS ARE REQUIRED FOR:

1. Productions using special effects and stunts.
2. Productions involving the refueling of helicopter stunts, and/or location take off and landings.
3. Interior Productions closed to the public, where cast and crew exceed 50 members.

NOTE: Approved studio occupancies are not required to have a Fire Safety Advisor unless special effects or stunts are to be used.

B. FIRE SAFETY ADVISORS MAY BE REQUIRED FOR:

1. Productions occurring in hazardous vegetative areas. Refer to the hazardous vegetative area addendum for further definition and Fire Safety Advisor assignment policy.
2. All productions over 80 cast and crew require Fire Department notification. FSA/FSO requirements will be reviewed on a case by case basis.
3. Productions involving refueling operations. Refueling of minor equipment from safety cans (10 gallons maximum) are exempt.
4. Productions occurring at locations utilized as emergency access areas and other locations deemed by the Fire Marshal.

C. Fire Safety Advisors are required to contact the Production Company at least one day prior to the actual filming to verify the date, time, and location. However, location managers should contact the Public Safety and Film Unit, Coordinator (310-358-2397) the day prior to the production to confirm who is assigned to the production and to get that individuals name and home telephone number.

2. Fire Safety Officers are uniformed members currently Employed by the Los Angeles County Fire Department and have the power to the Fire Chief.

A. FIRE SAFETY OFFICERS ARE REQUIRED FOR:

1. Productions involving commercial or school occupancies that are open to the public.
2. Productions that involve **extensive** use of special effects or explosions involving black powder.
3. Productions involving an **unusually large** cast and crew and/ or **unusually hazardous** operations.