

FILM PERMIT INFORMATION

City of Commerce Business License Division
2535 Commerce Way
(323) 722-4805, extension 2327 FAX: (323) 887-4441

Contact the Business License Division at least 10 business days before filming activity starts and fax the following to the Business License Officer:

- Insurance Certificate with separate endorsement (refer to insurance requirements and insurance certificate example)
- Completed Film Permit Application (incomplete applications will delay the permit)

The Business License Officer will conduct a preliminary review of the application and will inform the applicant of additional requirements, information or other conditions required for permit approval.

Once all the requirements have been met, the Business License Officer will notify the applicant of permit approval and request the following before issuing the permit:

- Original Film Permit Application
- Original Insurance Certificate (can be mailed within 7 days of application)
- \$500 film permit fee

INSURANCE REQUIREMENTS:

Coverage - At least 2 million per occurrence OR \$1,000,000 per occurrence plus \$1,000,000 excess liability plus a **separate endorsement issued by the insurance carrier (not the broker) naming the city as additional insured.** Please refer to the attached example. A hard copy of Certificate of Insurance must be mailed within 7 days.

Failing to provide a separate endorsement will delay your permit. Also the following sections on the insurance certificate must read:

CERTIFICATE HOLDER

City of Commerce
Attn: City Clerk
2535 Commerce Way
Commerce, CA 90040

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

SPECIAL EFFECTS - Require a permit from the Los Angeles County Fire Department. For permit information contact:

Los Angeles County Fire Department – Film Desk Office (323) 881-2416
Fax (323) 881-2329

FILMING IN ALLEYS AND SIDEWALKS – Requires review by the City Engineer. You will need to provide a scaled plan of proposed parking or occupancy of any vehicle, equipment or person or barricades associated with filming activity.

FILMING ON CITY STREETS – Requires a permit from the Los Angeles County Sheriff's Department. For permit information contact:

Los Angeles County Sheriff's Department Office (323) 264-4151
Traffic Sergeant, East Los Angeles Station

No filming on public right of ways or filming visible from public right of ways, weekdays, between 6 a.m. – 9 a.m. or 4 p.m. – 7 p.m.

NOTIFICATION – Required. All residents and merchants within 300 feet from filming activity.

PERMISSION - Required from residents or businesses directly impacted by filming in front of their property.