



City of Commerce
2535 Commerce Way, Commerce, CA 90040
(323) 722-4805, Ext. 2325
FilmPermit@ci.commerce.ca.us

Film Permit Application Information Sheet

Thank you for considering the City of Commerce as your filming destination. This information sheet has been prepared to guide you through the application process and to assist us in providing you with the best possible service.

TIMELINESS OF APPLICATIONS:

A complete Permit application must be received by City of Commerce staff at least seven (7) working days prior to your first proposed date of film activity (excluding single lane/full-street closure or intermittent traffic control).

For single lane/full-street closure or intermittent traffic control a complete Permit application must be received by City of Commerce staff at least 14 working days prior to your first proposed date of film activity.

INSURANCE REQUIREMENTS

City of Commerce insurance requirements are very specific. Please refer to the example(s) provided.

A separate Additional Insured Endorsement and evidence of Workers Compensation insurance are required.

APPLICATION COMPLETENESS:

All application submissions must be legible and contain:

- All information requested
- Insurance Certificate and Additional Insured Endorsement
- Workers Compensation Insurance
- No Parking posting - provide a map depicting of areas to be posted (if applicable)

SUBMITTING YOUR APPLICATION

To start the process, you need to:

- Contact Parks and Recreation staff at citypoollocation@ci.commerce.ca.us for information about location fees and availability (required only if you plan to film on City property).
- Email your Film Permit application and insurance documents to filmpermit@ci.commerce.ca.us
- You will be notified of other conditions or requirements if applicable (e.g. Sheriff Deputy on location, etc.)
- Obtain a finalized permit from the LA County Fire Department Film Desk. Applications can be submitted to psfu@fire.la.county.gov. The Fire Department will determine if your production will be assigned an FSO, an FSA or a field inspection.
- Contact the LA County Sheriff's Department Film Coordinator at (323) 267-4814 to request service and obtain fee information (if applicable).
- Once our Risk Manager approves the insurance documents and no other approvals or requirements are pending, we will contact you to finalize the permit and to request the contact information of the person who will provide the credit card information.

We will contact this person when we are ready to process the credit card payment by phone and issue the permit.



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FILM PERMIT APPLICATION

PRODUCTION COMPANY INFORMATION

Company Name:

Street:

City:

Zip:

Phone:

Ext:

FAX:

Email:

PROJECT INFORMATION

Project Title:

Location Address:

(List additional locations in the "Locations" section)

Location Type: City Facility Public Right of Way/Street Private Property

Open to the Public:

Closed to the Public:

Location Representative Name:

Cell:

Office:

Other Contact Name:

Cell:

Office:

FILM ACTIVITY

Filming Dates:

Prep Dates:

Strike Dates:

Filming Hours:

Prep Hours:

Strike Hours:

B-roll Commercial Feature Misc./Other Still Photo Student TV Show Webisode/Mobisode/Podcast

Describe Misc. /Other:

Film Activity Description:

PERSONNEL/EQUIPMENT ON LOCATION (indicate how many)

Cast	Crew	Extras	Audience Members	
Beebe Light/Night Sun	Camera Cars	Cast/Crew Vehicles	Condors	Cube Trucks
DR/Honey Wagons	Generators	Motor Homes	Picture Cars	Portable Restrooms
Process Trailer	Semi-Trucks	Vans	5 or 10 Ton Trucks	
Other:	Describe other:			

PARKING

Base Camp Parking Address:

Crew Parking Address:

POSTED PARKING/PARKING LOT CLOSURE DESCRIPTION (Provide a map indicating areas to be posted or lots to be closed)

SPECIAL EFFECTS PERMIT or FIRE DEPARTMENT PERMIT INFORMATION

Fire Permit #:

FSA Required

FSO Required

F/X Permit #:

F/X Description:

F/X Dates & Times:

Technician Name:

Phone:

GUNFIRE

Shot Type: No Gunfire Automatic Semi-Automatic Single Shot Non-gun

Dates & Times of Gunfire:

Description of Gunfire: (include load type, takes per day, and times per take)

LOCATIONS

Location 2 Address:

Type: City Facility Public Right of Way/Street Private Property

Open to the Public:

Closed to the Public:

Filming Dates:

Prep Dates:

Strike Dates

Filming Times:

Prep Times:

Strike Times:

Location 3 Address:

Type: City Facility Public Right of Way/Street Private Property

Open to the Public:

Closed to the Public:

Filming Dates:

Prep Dates:

Strike Dates

Filming Times:

Prep Times:

Strike Times:

Location 4 Address:

Type: City Facility Public Right of Way/Street Private Property

Open to the Public:

Closed to the Public:

Filming Dates:

Prep Dates:

Strike Dates

Filming Times:

Prep Times:

Strike Times:

FEES

City Film Permit Fee: \$500 per shoot

LA County Fire Department Film Desk: For permit and fee information, go to www.fire.lacounty.gov/fire-prevention-division/public-safety-and-film-unit/

LA County Sheriff's Department: Contact the Film Coordinator at (323) 267-4814