

**CITY OF CALABASAS**  
**ADMINISTRATIVE PROCEDURES FOR THE ISSUANCE OF FILMING PERMITS**

1. **Calabasas Municipal Code**

All conditions and requirements of Chapter 5.40 "Motion Pictures, Television and Photographic Production" of the Calabasas Municipal Code must be adhered to.

2. **Definitions**

**City Permit Coordinator:** A representative of the City of Calabasas who is assigned to the Calabasas Film Office.

**Motion Picture, Television, Still Photography:** All activity attendant to staging or shooting commercial motion pictures, television shows or programs, and commercials and the taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes Motion Picture Production - Includes all activities attendant to a staging or a shooting of commercial motion pictures, television shows or programs, and the filming of commercial radio station promotional events.

**Filming Activity:** Includes staging, video taping or filming commercial motion pictures, television shows, programs or commercials and single or multiple photographs for sale or use for a commercial purpose.

**Filming Days:** Includes the actual days that a Permittee/Production Company (hereinafter referred to as the Permittee) will be taking or making any motion picture, television or photographic production. Filming days will be specifically defined on the filming application/permit.

**Filming Location:** Actual property or properties that any filming activity for commercial motion picture or still photographic production is performed. In residentially zoned areas, a property that is used for motion picture filming, parking or base camp (cast and crew staging and feeding area) shall be identified as a filming location on the permit and subject to all administrative procedures listed herein.

**Preparation (Prep):** Work day or days preceding filming activities. These activities may include set construction, or dressing, painting, landscaping, or rigging for stunts/special effects. Prep days are limited to a maximum crew of 15 people and are not counted as filming days if they fall into this definition. If a prep crew exceeds 15 people, the day is considered a filming day.

**Rider:** Any changes occurring after receipt of the permit request which has been processed by the film office or any change that requires a re-notification process.

**Strike days:** Work at a filming location that includes the removal of equipment at the end of filming activities. These activities may include, but are not limited to, set removal, re-painting, re-landscaping, and un-rigging from stunts/special effects. Strike days are limited to a maximum crew of 15 people and are not counted as filming days so long as no motion picture, television or photographic production activity occurs that day. If a strike crew exceeds 15 people, the day is considered a filming day.

3. **General Requirements for Filming Permits**

Chapter 5.04 Motion Pictures, Television and Photographic Production) of the Calabasas Municipal Code requires a permit for the use of any public right-of-way or any public or private property, facility or residence for the purpose of producing, taking or making any commercial motion picture, television or photographic production. All film permits must be coordinated through the Calabasas Film Office. All coordination with Homeowner Associations, schools, and other property owners and residents is the responsibility of the Permittee. The filming permit cannot be assigned. An approved filming permit must be posted in public view on the property where the filming is taking place.

4. **Application/Permitting Advance Notice Requirements**

All productions must provide a complete permit application, including required signatures, insurance and fees, two (2) business days (48 hours) in advance of any filming activity, to the Calabasas Film Office. Staff will strive to expedite all permit applications as quickly as possible. A permit requiring special effects, pyrotechnics, traffic control or precision driving, must be submitted at least five (5) business days in advance for review and approval. The production company must give all permit application information to the City in writing. Facsimile copies of the application are acceptable. All information requested by the City must be provided by the production company prior to the issuance of the final permit or additional riders.

The Permittee must disclose any nudity associated with the filming activity and scenes involving nudity must be screened from public view.

Any last minute changes or extensions of filming activity must be coordinated by the Calabasas Film Office through the Los Angeles County Sheriff's and Fire Departments. The Calabasas Film Office will fax necessary copies of the film application/permit to the appropriate Los Angeles County offices. The Permittee is responsible for coordination with Los Angeles County Sheriff's and/or Fire Department personnel when required as a condition of a film permit.

5. **Permit Fees, Charges and Deposits**

The schedule of fees to be charged in connection with the issuance of a film permit in the City of Calabasas is found in Attachment 1 of these procedures.

Productions undertaken for City produced or City sponsored government access or student productions require an approved permit for which the fees shall be waived. The Permittee must submit an Agreement to Waive Permit Fees. Cancellation fees are payment for City administrative costs and may not be waived.

The City reserves the right to adjust the application and related permit fees as necessary. The Permittee is responsible for the cost of all required permits as indicated in Section 3 (i.e., State, County, local schools, HOA's, etc.).

A late fee will be charged for permits requiring processing in 48 hours or less.

6. **Residential Notification/City Permit Monitoring**

Residential notification is done by the Calabasas Film Office in order to notify residents within a 500' radius of an upcoming film shoot and to provide the residents, the City and production companies with contact telephone numbers. All permits require a Filming Notification sheet to be distributed to residents within 500' of the filming location at least 24 hours prior to the first day of filming. Residential notification is not required for still photographic productions with cast and crew of less than 10 people.

The Calabasas Film Office will monitor all permits issued to insure that the conditions of said permits are adhered to. If necessary, a monitor will be assigned to an individual production at a cost billed to the Permittee.

7. **Special Effects, Excessive Noise, Lighting of Premises & Helicopter Requirements and Approvals**

In preparing for filming, consideration must be given to all neighbors or business owners who will be impacted. Production companies must endeavor not to negatively impact the community.

Film shoots utilizing special effects, including but not limited to, excessive noise, lighting of premises, off-site lighting and helicopters require signatures of approval.

Special effects such as pyrotechnics, open flame, small explosives, or like materials, require a separate Special Effects Permit from the Los Angeles County Fire Department. All of the above noted special effects permits require a licensed special effects pyrotechnics operator be on location and that he/she be responsible for all use, storage and handling of special effects and pyrotechnics devices and materials.

If helicopters are used in residential neighborhoods the flight-path shall be over vacant property where feasible. The approved flight plan (Plan of Operations) shall be on file with the City Film Office prior to the issuance of the film permit.

“Excessive Noise”: shall include any levels of sound above what is accepted as standard filming activities, sound amplifying equipment, live music, loud playback or set construction. Notwithstanding the above definition, the volume of sound shall be controlled so as not to be unreasonably loud, raucous, jarring, disturbing or a nuisance to an individual of reasonable sensitivity. Monitors may be assigned to ensure compliance. The use of bullhorns/sound amplification devices is strictly prohibited.

Lighting of Premises: Any perimeter lighting, flood lighting or other external lighting used for illumination of filming activities shall only be permitted when lighting is hooded or shielded so that no direct beams from the filming activity fall upon public streets, highways or private property (i.e. light must be directed downward and inward toward the property). Monitors may be assigned to ensure compliance.

#### 8. **After Hour Requirements and Approvals**

Filming Hours: In addition to any special conditions imposed by the permit, the following restrictions shall apply to all Filming Activity: (1) Filming Activities may occur between the hours 7:00 a.m. and 7:00 p.m. Monday through Sunday. A production company may film from 6am – 7am and 7pm – midnight if they obtain signature consent from the neighbors as defined below or obtain approval from the City Council.

Where neighborhood consent is required, signed City provided consent forms or signed letters expressing consent of the current residents, whether they are the owner of the property or the lessee, within a 500 foot radius of the property lines of all Filming Locations is required. The applicant must obtain written consent from all residents whose properties are immediately contiguous to a Filming Location. Written consent of at least 75% of the remaining properties within the 500-foot radius is required. Applications that fail to include the minimum amount(s) of consent shall require approval from the City Council at the next available meeting.

#### 9. **Obtaining Required Signatures of Approval**

Signatures are required for the following:

- A. Film shoots occurring during the hours of 6:00am to 7:00 a.m. and 7:00pm to midnight or;
- B. Film shoots, including but not limited to, those using special effects, excessive noise, lighting of premises, off-site lighting or helicopters.

Signatures are not required for prep and strike days with crew of less than 15 people. However, a completed permit application is required in advance of all prep and strike activities. Hours for prep and strike are limited to 7:00 am – 7:00 pm.

Where neighborhood consent is required, signed consent forms or signed letters expressing consent of the current residents, whether they are the owner of the property or the lessee, within a 500 foot radius of the property lines of all Filming Locations is required. The applicant must obtain written consent from all residents whose properties are immediately contiguous to a Filming Location. Written consent of at least 75% of the remaining properties within the 500-foot radius is required. Applications that fail to include the minimum amount(s) of consent shall require approval from the City Council at the next available meeting.

10. **Traffic Control**

Production companies must use an off-duty Los Angeles County Sheriff's Deputy for film shoots requiring interim traffic control. Interim traffic control on roadways is limited to five (5) minutes maximum, in intervals of no more than once every twenty (20) minute period. ITC may be reduced at the discretion of the Film Office. The Permittee is responsible for ordering and paying for any officers required as a condition of the filming permit. The following conditions apply:

- A. The Permittee will furnish and install all advance warning signs and any other required traffic control devices in conformance with the Caltrans WATCH Manual.
- B. Traffic cannot be detoured across a double centerline without prior approval from the City.
- C. Camera cars must drive with the flow of traffic and must not interfere with other vehicles in the road.
- D. Stationary cameras should be mounted off the roadway. If a stationary camera is to be located in the traffic lane, all necessary lane closures must be provided for and approved by the City.
- E. No existing regulatory or warning signs can be "bagged" without City approval.
- F. If a Permittee wets the roadway for filming purposes, the filming company may not strike the set until the roadway is dry to the City's satisfaction. A professional lane closure company shall be hired to install the lane closure area for the wet-down and shall maintain said closure until the roadway is dry. "Wet Pavement" signs are required at either end of the wet-down.

11. **Road Restrictions**

- A. General
  - 1. All fire lanes shall remain open at all times. No red curb markings

may be violated.

2. Access must be maintained to all private and public buildings.
3. No parking within 25 feet of any driveway.
4. Park all support vehicles at least 300 feet from any curve. This includes all staff and crew parking. Sight distance shall be maintained.
5. All vehicles to be parked completely off the roadway, behind the street's fog line. A walkway shall be maintained that is not in a travel lane.
6. All traffic control devices shall be clearly visible and located such that traffic will not back-up into blind curves. Intersection sight distance must be maintained.
7. Place all warning signs at least 150 feet in advance of control points and parking areas.
8. Posting of temporary "No Parking" signs to be placed by and at the expense of the permittee. Sign must indicate the time and date that the sign is posted. Note: Notice of parking restriction must be posted at least 48 hours in advance. Notices posted less than the required minimum of 48 hours in advance are not enforceable.

12. **Los Angeles County Fire and Sheriff's Departments**

The City maintains a contract with the Los Angeles County Fire Department for fire services. When required by permit, production companies are responsible for coordinating with the Los Angeles County Fire Department for any assigned Safety Advisor's Coordinator.

The City of Calabasas maintains a contract with the Los Angeles County Sheriff's Department for law enforcement services. Production companies are responsible for contacting Los Angeles County Sheriff's Department to hire and coordinate with sheriff deputies if required by the permit.

All Sheriff's Deputies are assigned to protect and preserve the health and safety of the community of Calabasas and have the authority to enforce all filming permits issued within the Calabasas city limits. The Sheriff's are authorized to revoke a permit due to violations or negligence.

13. **Violation of City Ordinance or Permit, Permit Revocation**

Violation of any provisions any City Ordinance or a permit issued pursuant thereto may result in the cancellation of a permit. Violation of the provisions of City Ordinances shall be a misdemeanor and may be punishable by a fine, or imprisonment, or by both such fine and imprisonment.

Permits will be revoked or deferred and production stopped for the following reasons:

- A. In native vegetation areas during extreme fire danger.

- B. Misrepresentation of production parameters or special effects on the permit application.
- C. Violation of the conditions of any City Ordinance, Film Application/Permit, Administrative Procedures or Code of Conduct.

If a production company is found to be filming without a permit, the film shoot will be shut down and there will be no permits issued to the production company or the location where the violation took place for a period of one (1) year. The production company will be assessed all applicable penalty fees.

If the Policies and Procedures of the City are violated and results in the filming activity to be shut down, the following applies:

- A. No filming shall be permitted at the property in violation for a period of six (6) months.
- B. No permits will be issued to the production company for a period of six (6) months.

A sheriff deputy will suspend any filming activity not authorized by the necessary permit or when permit conditions are violated or where City Filming Rules and Regulations, laws or ordinances are violated.

14. **Student Filming**

- A. Students must supply written certificate from the school confirming current enrollment.
- B. The student/applicant must supply a completed and signed "Filming Application/Permit and "Application/Agreement to Waive Permit Fees". If the Agreement to Waive Permit Fees is not approved by the City all regular fees will apply.
- C. All insurance requirements must be met.

15. **Insurance**

All production companies must provide insurance certificates listing the City and its employees as additionally insured. Each permit shall contain a statement that the production holds the City harmless from any and all liability for personal injury and property damage arising out of use of the permit and any use of City property or facilities.

16. **Miscellaneous**

- A. Any roadwork or construction by City crews and/or private contractors under permit or contract to the City has priority over filming activities.

- B. All parking of crew cars, trucks, etc. must be in legal parking spaces. If sufficient parking is not available, the permittee shall provide shuttle service.
- C. No stairs for dressing rooms or portable restroom trailers are allowed within six (6) feet of the traveled roadway and all stairs to be parallel to the roadway.
- D. The Permittee is responsible for payment of all permit and associated fees.
- E. The Permittee must allow site inspection by City staff at any time. A copy of the approved City permit must be posted, in public view, at the filming location.
- F. At the City's request, a briefing with the Permittee may be required.
- G. No existing ordinances, regulations, policies and public safety operating procedures can be violated.
- H. The production area and all surrounding areas, including the public right-of-way, must be cleaned daily by the Permittee. No litter shall remain upon completion of the filming. The Permittee is responsible for the removal and proper disposal of all trash and recyclable material. The Permittee may use only haulers holding a current City of Calabasas hauler permit. The Permittee will be liable for any costs incurred as a result of any additional cleaning of the filming area or surrounding property as a result of the film shoot. It is a violation of the municipal code to dispose of solid waste in commercial dumpsters located in the community. If the City or the Homeowners Association is required to clean up debris left by the Permittee the Permittee will be charged for the clean up costs.
- I. There will be no interference with normal activities of any neighborhood, such as refuse collection, street sweeping, gardening, deliveries or ingress or egress to public or private property.
- J. Use of production directional signs is prohibited. If signs are found they will be confiscated and the Permittee will be charged accordingly.
- K. In accordance with City of Calabasas Ordinance No. 2006-217, a comprehensive Second Hand Smoke Control Ordinance is in effect. All Companies shall comply with said ordinance which is available at [www.cityofcalabasas.com](http://www.cityofcalabasas.com)

17. **Maximum Number of Filming Days Allowed:**

The maximum number of filming days that will be allowed for filming activity at the same location is fourteen (14) days within the immediately prior twelve (12) month period of the date(s) for which a film permit is sought. The Calabasas Film Office may grant an extension to the fourteen day period only due to acts of GOD or force majeure. Any such event must be reported to the Calabasas Film Office immediately in order to be evaluated for an extension in filming days.

To extend the filming period for up to and including twenty (20) total days of filming activity during a 12-month period, 100% approval Signatures from properties within 500 feet of the filming location shall be obtained and submitted to the Calabasas Film Office. The Film Office will provide a radius map or list of

addresses within the 500 foot area. A signature form will also be provided. Applications that fail to include the minimum amount(s) of consent shall require approval from the City Council at the next available meeting.

18. **Permit Appeals**

The decision of the City Manager or designee to issue, conditionally issue, or not issue a permit shall be final unless appealed in writing within five (5) working days of the decision by requesting a hearing of the City Council at the next available meeting. The appeal must include copies of all pertinent material necessary to reinforce the Permittee's position supporting the appeal. Written notice of the appeal must be mailed to residents within a 500' radius of each filming location. Any actions of the City Council shall be final. Such written request for an appeal consideration shall be accompanied by a fee, as established by City Council resolution.

19. **Second Hand Smoke Ordinance**

In accordance with City of Calabasas Ordinance No. 2006-217, a comprehensive Second Hand Smoke Control Ordinance is in effect. All Companies shall comply with said ordinance which is available at [www.cityofcalabasas.com](http://www.cityofcalabasas.com).