



FILM PERMIT / MAJOR PRODUCTION PERMIT

Permit # _____ Coordinating Agency _____

Date _____ Attachments _____

Company _____ Title _____

Address _____ City/State/Zip _____

Phone _____ Fax _____ Production Type _____

UPM _____ Assistant Director _____

Location Mgr. _____ Dist. _____ Other _____

Location _____

Activity _____

Date(s) _____ Between the hours of _____ F/C/S _____

Total Days _____ Total Personnel _____

Vehicles/Equipment _____

Pyrotechnics _____ FX# _____

Technician _____ License # _____ Phone _____

Insurance Company _____ Exp. Date _____

Additional Items Required:

1. Property owner's authorization for site. Notification of additional property owners/tenants required
2. Site plan showing all crew and equipment areas, parking, filming locations, and any lighting or effects
3. Certificate of Insurance, naming City additional insured for min. \$1,000,000 of general liability coverage
4. Application fee of \$2,696, plus \$96.36 per hour in staff time.
5. Security and cleaning deposit of \$1,020
6. Normally a police officer will be required on site.

For City Use Only

This permit must be cancelled by _____ or permittee will be charged approx. _____ for City costs

Planning Approval _____ Date _____

City of West Covina

PERMISSION TO USE PROPERTY FOR FILMING *(permission of both owner and tenant required)*

I hereby give permission for _____

to use the property located at _____

for the purposes of filming on the following date(s) _____

Copies of the regulations governing filming activities in the City of West Covina are available from the Planning Department, 1444 W. Garvey Avenue South. Complaints or questions about filming activity may also be directed to the Planning Department in person, by mail or by phone at 626-814-8422.

OWNER/TENANT OF PROPERTY

Signature

Name and Title (please print)

Telephone Number