



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
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DAVID E. JANSSEN  
Chief Administrative Officer

November 1, 2005

To: All Department Heads

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**FILMING AT COUNTY FACILITIES**

This is to reinforce current County policy and procedure regarding filming on County property and in unincorporated County territory. Please be advised that all commercial filming in County unincorporated areas and at all County facilities/property requires a film permit issued by the County through its contractor, the Entertainment Industry Development Corporation (EIDC).

Individual County staff is not authorized to approve filming in County facilities/property or unincorporated areas. If your staff receives an inquiry regarding the use of County facilities or property by a film maker, please refer them to EIDC at (323) 957-1000. EIDC will then facilitate the film permit application process for the film company by contacting and receiving approval from all appropriate County departments. The film permit protects the County by ensuring that the film maker has documented sufficient liability insurance and has agreed to work within identified professional guidelines to minimize the impact on County employees and residents.

Our Office is currently working with County Counsel to clarify, standardize, and update County internal procedures regarding issuance of film permits and establishment of fees, and we will issue these guidelines to all departments when this effort is completed.

Questions regarding film permits in the County should be directed to Robert Moran of this Office at (213) 974-1130. Thank you for your cooperation.

DEJ:MKZ  
RTM:os

c: Each Supervisor  
Entertainment Industry Development Corporation