

GUIDELINES AND BEST PRACTICES FOR FILMING ACTIVITIES IN COUNTY OF LOS ANGELES

- a. Timely issuance of film permits: An applicant will be required to submit a complete and accurate permit request at least three business days prior to the date on which such person desires to conduct an activity for which a permit is required. Incomplete and/or inaccurate applications will require additional processing time. If such activity interferes with traffic or involves potential public safety hazards, an application with Traffic Control Plans may be required at least 10 business days in advance.
- b. Standard hours for film activities: 7:00 a.m. – 10:00 p.m. for residential zones.
- c. Reasonable permit fees: Permit fees shall be established at reasonable rates consistent with fees charged by similar surrounding jurisdictions and stay within those limits. If appropriate, the Board of Supervisors may reduce permit fees for accredited student or charitable productions.
- d. Business license waiver: Business license shall not be required for temporary filming activities.
- e. County liaison: The County will have a liaison for coordinating permits who will have the authority to make decisions as the community representative prior to and during filming. The liaison should be aware of any previous film production within the community and remain sensitive to local citizens' concerns.
- f. Centralized filming website: A centralized filming website accessible on the internet clearly listing all County film regulations, permit and insurance requirements, fee schedules and liaison contact information should be created and maintained.
- g. Notification: All residents and merchants within a 500 feet radius of the film location must receive notice of filming dates, times, location address and production company contact at least 24 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 24 hours prior to the arrival of the vehicles.
- h. Surveys: Require a survey of affected residents and/or businesses within a 300 ft. radius when the filming includes extraordinary activities such as full street closure, requests to film beyond the standard hours, and requests to film for extended periods of time.
- i. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of filming activity at the scene and restored to the original condition before leaving the site.

- j. Filming on Private Property: An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the County.
- k. Flood Control (if applicable): When filming in a flood control channel, an applicant must vacate channel when permit indicates because of water releases. When filming in or on flood control properties, the Flood Control District must be named as an additional insured.
- l. Public Works Department (Road and Streets): If the applicant must park equipment, trucks, and/or cars in zones that does not permit it, temporary "No Parking" signs must be posted with approval of the local authority. The applicant must also obtain permission to lay and safely mat cable across sidewalks, or from generator to service point.
- m. Traffic Control: For filming that would impair traffic flow, an applicant must use California Highway Patrol (CHP), County Sheriff or local law enforcement personnel as appropriate to the locality and comply with all traffic control requirements deemed necessary.
 - 1) An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the California Manual on Uniform Traffic Control Devices (California MUTCD), current edition. All appropriate safety precautions must be taken.
 - 2) For any lane closure, the period of time that traffic may be restricted will be determined by the County, based on traffic volumes for location and time of day.
 - 3) Any emergency roadwork or construction by County crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
- n. Municipal Parking Lots: When parking in a municipal parking lot, an applicant may be billed according to the current rate schedule established by the County. In order to assure the safety of citizens in the surrounding community, access roads to beaches, which serve as emergency service roads, must never be blocked. No relocation, alteration, or moving of beach structures will be permitted without prior approval.

Effective: 1/07/2014