

## CITY OF COVINA

### PERMIT REQUIREMENTS AND INFORMATION FOR MOTION PICTURE, VIDEO, AND PHOTOGRAPHY FILMING

1. Permit application **must** be made (5) five business days in advance of filming. Please allow additional time depending on the size and scope of the project. Covina City Hall is open Monday through Thursday, 7:00am to 6:00pm.
2. The permit fee is \$300 per day which includes the business license. Additional fees may apply.
3. An original certificate of insurance for two million dollars with notarized endorsement naming the ***City of Covina/Successor Agency to the Redevelopment Agency*** as additional insured.
4. Police personnel may be required on certain locations and definitely are required when work is done on public property. Estimates of schedule shall be provided and payment for such coverage must be paid in advance of location work. The current hourly rate is **\$85.00** per hour, per employee.
5. A Covina Encroachment permit is required for work performed in the public right-of-way. The City's permitting official will provide information on obtaining the appropriate permits.
6. Approval by Los Angeles County Fire Department is required and an LACO Fire permit with approval of Fire Safety Officer may be needed (permit application included in this packet). Acquiring LACO Fire approval is the responsibility of the applicant.
7. Location work involving traffic stoppage or road closure is prohibited on Citrus Avenue between the hours of 10:00am and 5:00pm. Consideration will be made for location work requiring intermittent traffic and/or pedestrian control.
8. Notification of businesses or residents impacted by location work is required.
9. A plot plan detailing production activity is required.
10. Independent businesses providing support services to production are required to have a separate City business license.

*For additional information or to get started with your permit application, contact Steve Painter, Business Licensing, (626) 384-5503*



# CITY OF COVINA

## MOTION PICTURE, VIDEO AND PHOTOGRAPHY FILMING PERMIT

Permit #: \_\_\_\_\_  
Muni Code: 5.04.58  
SIC/NAIC: \_\_\_\_\_

Date: \_\_\_\_\_ Project Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Production Type: \_\_\_\_\_  
Address: \_\_\_\_\_ Location Manager: \_\_\_\_\_  
Production Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Other Contact: \_\_\_\_\_

DATE	TIME	LOCATION & ACTIVITY	F/C/S *

\* Film/Contract/Strike

Total Personnel: \_\_\_\_\_ Pyrotechnics: \_\_\_\_\_ Pyrotechnician: \_\_\_\_\_ Police: \_\_\_\_\_ Other: \_\_\_\_\_  
Total Vehicles/Equipment: \_\_\_\_\_ Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ Motorhomes: \_\_\_\_\_ Other: \_\_\_\_\_  
Approvals: Police: \_\_\_\_\_ L.A. County Fire: \_\_\_\_\_ Administrative: \_\_\_\_\_  
Other provisions: \_\_\_\_\_ Attachments: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Original certificate of insurance must be submitted which includes a notarized endorsement naming the City of Covina as additional insured.)

### TERMS AND CONDITIONS

Permittee waives all claims against the City of Covina, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit; and permittee agrees to save harmless, indemnify and defend City of Covina, its officers, agents, and employees, from any and all loss, damage or liability which may be suffered or incurred by City of Covina, its officers, agents, and employees caused by, arising out of, or in any way connected with exercise by permittee of the right hereby permitted, except those arising out of the sole negligence of City of Covina.

The City of Covina shall have the privilege of inspecting the premise covered by this permit at any and all times.

The permit shall not be assigned.

The City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time in the manner herein provided. The City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents, and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees, or agents of the City of Covina.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee agrees to comply of the terms and conditions contained in the attached Exhibits(s), which terms and conditions are by this reference made a part thereof.

The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permit must be kept on site at all times.

Permittee agrees to all the terms and conditions of this permit including provisions.

\_\_\_\_\_  
Company Representative Representative of Date

**RETURN COMPLETED PERMIT TO THE CITY OF COVINA FINANCE DEPARTMENT**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

The City of Covina (Lessor) is added as an additional insured on Policy \_\_\_\_\_ with respect to filming in the City of Covina. But only with respect to the negligence of \_\_\_\_\_ Inc. (its agents and employees), as lessee of the subject location arising from the use of or operations by \_\_\_\_\_ Inc. (its agents and employees), without expanding the foregoing but in further clarification and limitation thereof, no coverage is afforded lessor for any claim or liability based upon actual or alleged defects in the subject property and/or based upon any actual or alleged negligence of lessor.

For \_\_\_\_\_  
Production

Date \_\_\_\_\_

Agent \_\_\_\_\_



**LOS ANGELES COUNTY FIRE DEPARTMENT  
FIRE PREVENTION DIVISION - PUBLIC SAFETY & FILM UNIT**

14425 Olive View Drive, Sylmar, California 91342  
Office (818) 364-8240 FAX (818) 364-8242  
psfu@fire.lacounty.gov

**MOTION PICTURE / FILMING PERMIT REQUEST**

IN ACCORDANCE WITH CHAPTER 1, SECTION 105 OF THE 2011 L.A. COUNTY FIRE CODE AND/OR IN ACCORDANCE WITH TITLE 19, CALIFORNIA CODE OF REGULATIONS, FOR THE FOLLOWING:

This permit shall constitute permission to conduction motion picture, television and commercials and related filming productions. Such permit shall not take the place of any license required by law. The Motion Picture/Filming fee is \$282.00.

APPLICANT INFORMATION					
Name: *			E-Mail: *		
Address: *		City: *		State: *	ZIP: *
Office Phone #: *	Ext:	Cell Phone #: *	Agency Permit #:	Application Date: *	

\*Required

PRODUCTION COMPANY INFORMATION					
Production Company Name: *					
Address: *		City: *		State: *	ZIP: *
E-Mail: *			Office Phone #: *	Ext:	FAX #: *

\*Required

FILMING LOCATION/DATES/TIMES							
Production Title: *					Production Type: *		
Location Manager: *					Cell Phone #: *		
Primary Location Address: *				Date: * to		Time: *	
Cross Street:	# Cast on Site: *	# Crew on Site: *	# Extras on Site: *	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s): *	TG Map:	
Summary of Scene: *							
Secondary Location Address:				Date: * to		Time:	
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s):	TG Map:	
Summary of Scene:							
Additional Location Address: <span style="color: blue;">PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY</span>				Date: * to		Time:	
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s):	TG Map:	
Summary of Scene:							
Base Camp Location/Address:						TG Map:	
Prep Date:				Strike Date:			

\*Required

FILMING ACTIVITIES							
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- |  |   |   |  |   |   |   |
|--|---|---|--|---|---|---|
| <input type="checkbox"/> Open to Public    | <input type="checkbox"/> Driving Scene  | <input type="checkbox"/> Special FX         | <input type="checkbox"/> Car Explosion | <input type="checkbox"/> Fire Bars      | <input type="checkbox"/> Street Closure     | <input type="checkbox"/> Helo Activity Landing  |
| <input type="checkbox"/> Closed to Public  | <input type="checkbox"/> Drive Ups/Away | <input type="checkbox"/> Breaking Glass     | <input type="checkbox"/> Dust Hits     | <input type="checkbox"/> Fire Effects   | <input type="checkbox"/> Aircraft Landing   | <input type="checkbox"/> Helo Activity Take Off |
| <input type="checkbox"/> Exterior Dialogue | <input type="checkbox"/> Drive By's     | <input type="checkbox"/> Bullets/Squib Hits | <input type="checkbox"/> Explosions    | <input type="checkbox"/> Sparks         | <input type="checkbox"/> Aircraft Flyovers  | <input type="checkbox"/> Vacant Building        |
| <input type="checkbox"/> Interior Dialogue | <input type="checkbox"/> Still Photo    | <input type="checkbox"/> Bum Barrels        | <input type="checkbox"/> Fire Ball     | <input type="checkbox"/> Posted Parking | <input type="checkbox"/> Aircraft Refueling |   |
| <input type="checkbox"/> Other _____       |   |   |  |   |   |   |

FIRE DEPARTMENT REQUIREMENTS – PUBLIC SAFETY & FILM UNIT USE ONLY (Form 394A Rev 5/2011)							
FSD <input type="checkbox"/>	FSA <input type="checkbox"/>	FI <input type="checkbox"/>	WATER TRUCK <input type="checkbox"/>	ISSUED BY _____	DATE _____	REMARKS _____	