Film L.A. Permits

A Step-By-Step Process

If you plan to shoot your film in Los Angeles, odds are you are going to need a permit, even for some private residences. If you are unsure if your shoot requires a permit, contact their main office at (213) 977-8600 or info@filmla.com as soon as possible to confirm.

If you do need a permit, follow these steps:

1. Obtain a Student Verification Letter from the Production Office.

2. Once you have obtained the letter, access the LA permit online application HERE or at the QR Code to the right. Register for a new account below the login area. Submit and wait for the approval email.

3. Upon receiving the approval email, log into the application using the temporary password. The application can be found HERE, or at the QR Code to the right. Be sure to change your password immediately after you log in.

4. Click “Create Permit” and fill out all relevant information accurately and thoroughly. Please remember to fill out the “General Permit Information”, including NYU as the Production Company and Insured Company. If you have additional filming locations, fill in that information as well. See next page for examples.

5. Submit your application and wait for approval. Submit as early as possible to ensure success. The permit must be submitted at least 3 business days prior to beginning of production. A production coordinator may be in contact with you to discuss logistics of project.

6. You can pay for your permit with cash, cashier’s check or money order, and must be received before you can be granted a permit. Simple applications cost $25, and complex applications cost $95. Then you must pick up the permit in person, presenting your student verification letter and valid school ID.

7. Additionally, be sure to reach out to community around your shooting location, to notify them of the shoot and any problems that may arise from production.

Additional information can be found at their website: https://www.filmla.com/for-filmmakers/student-filmmakers/
**Filling Out The Application - Example**

### General Permit Information

**Use a Saved Template:**  
Select

**Production Company Information**

**Production Company:** NEW YORK UNIVERSITY

**Type of Production:**  
Student

**Type of Permit:** Filming

**Link To Reservation:** Select Reservation

### Insured Company Information

**Insured Company:** NEW YORK UNIVERSITY

Same as Production Company

### Production Office Information

**Primary Phone:** 212–555–5555

**Secondary Phone:** 212981799

**Fax:**

Would you like to enter an address that is located outside of the U.S.

**Street:** 721 Broadway

**City:** New York

**State:** New York

**ZIP:** 10003

### Location Manager / Production Company Rep

**First Name:** A

**Last Name:** YERBY

**Primary Email:** ay19@nyu.edu

**Secondary Email:** ay19@nyu.edu

**Primary Phone:** Mobile 212981799

**Secondary Phone:** Office 212981799

**Fax:**

### Location Assistant

**First Name:** Jake

**Last Name:** Lions

**Primary Phone:** Mobile 555–222–3334

**Secondary Phone:** Office

### Producer

**First Name:** Julie

**Last Name:** Smith

### Director

**First Name:** PAUL

**Last Name:** Jones

### Production Manager

**First Name:** N/A

**Last Name:** N/A

### Other

Is there a permit service being used for this application?

- [ ] yes
  - [ ] no

**Update**

### Add Filming Location

Please fill out the components:

- Filming Activities
- Equipment On Location

[cancel]
Filming Location *

Open to public? No change

Location Information

Location Name: ALTADENA COUNTRY CLUB
Address Information: 2290 Country Club Dr, Altadena, CA, 91001
Location Type: Country Club
Thomas Guide Page #: 536
Thomas Guide Grid #: 86

Dates *

Prep Date(s)
from: 2017

to: 2017

Filming Date(s)
from: 2017

to: 2017

Strike Date(s)
from: 2017

to: 2017

Hold Date(s)
from: 2017

to: 2017

Equipment On Location *

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Ton Truck</td>
<td></td>
<td>Generator</td>
<td></td>
</tr>
<tr>
<td>2500 gal water truck</td>
<td></td>
<td>Honey Wagons</td>
<td></td>
</tr>
<tr>
<td>4000 gal water truck</td>
<td></td>
<td>Modular Units</td>
<td></td>
</tr>
<tr>
<td>5 or 10 ton trucks</td>
<td></td>
<td>Motor Homes</td>
<td></td>
</tr>
<tr>
<td>5 Ton Truck</td>
<td></td>
<td>Picture vehicles</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Quantity</td>
<td>Type</td>
<td>Quantity</td>
</tr>
<tr>
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<td>------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Audience Members</td>
<td></td>
<td>LAWA Airport Police</td>
<td></td>
</tr>
<tr>
<td>Cast</td>
<td></td>
<td>Lifeguard Required</td>
<td></td>
</tr>
<tr>
<td>Crew</td>
<td></td>
<td>Newport Beach Fire Officer</td>
<td></td>
</tr>
<tr>
<td>Culver City Fire Officer</td>
<td></td>
<td>Newport Beach Lifeguard Personnel</td>
<td></td>
</tr>
<tr>
<td>Culver City Police Officer</td>
<td></td>
<td>Newport Beach Police Officer</td>
<td></td>
</tr>
<tr>
<td>Extras</td>
<td></td>
<td>Off–Duty Active LAPD Officer(s) MTA</td>
<td></td>
</tr>
<tr>
<td>FilmL.A. Monitor(s)</td>
<td></td>
<td>Off–Duty/Active LAPD Officer(s)</td>
<td></td>
</tr>
<tr>
<td>Fullerton Fire Officer</td>
<td></td>
<td>Off–Duty/Retired LAPD Officer(s)</td>
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<tr>
<td>Fullerton Police Officer</td>
<td></td>
<td>Rec &amp; Park Monitor required</td>
<td></td>
</tr>
<tr>
<td>Hawthorne Airport Personnel</td>
<td></td>
<td>Santa Monica Fire Officer</td>
<td></td>
</tr>
<tr>
<td>Hawthorne Lifeguard Personnel</td>
<td></td>
<td>Santa Monica Harbor Personnel</td>
<td></td>
</tr>
<tr>
<td>Hawthorne Parking Enforcement Officer</td>
<td></td>
<td>Santa Monica Police Officer</td>
<td></td>
</tr>
<tr>
<td>Hawthorne Police Officer</td>
<td></td>
<td>Santa Monica Public Service Officer</td>
<td></td>
</tr>
<tr>
<td>Hawthorne Public Works Personnel</td>
<td></td>
<td>Sheriff (for County Parks)</td>
<td></td>
</tr>
</tbody>
</table>

11/29/2017

Hawthorne Recreation and Community Services Personnel
LA City CFSO assigned
LA City UFSO assigned
LA County Field Inspection
LA County FSA assigned
LA County FSO Assigned
LAPD SECSO Officer(s)

Sheriff (for MTA Property)
Sheriff (Marina del Rey & Contracted Cities)
Sheriff/CHP
Spot Check
Vernon Fire Safety Officer
Vernon Police Officer

Save Equipment on Location
Save Personnel on Location
### Filming Activities *

<table>
<thead>
<tr>
<th>Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Aerial Photography with remote control aircraft. (UAS)</td>
<td>☐ Helicopter landing &amp; take off</td>
</tr>
<tr>
<td>☐ Atmospheric Smoke Effects</td>
<td>☐ Interior and exterior dialogue</td>
</tr>
<tr>
<td>☐ Brandishing weapons</td>
<td>☐ Interior and exterior motion without sound</td>
</tr>
<tr>
<td>☐ Brandishing weapons (not in public view)</td>
<td>☐ Interior and exterior performance and playback</td>
</tr>
<tr>
<td>☐ Camera in car</td>
<td>☐ Interior Dialogue</td>
</tr>
<tr>
<td>☐ Camera on sticks</td>
<td>☐ Interior models against scenery</td>
</tr>
<tr>
<td>☐ Car-to-Car</td>
<td>☐ Interior motion without sound</td>
</tr>
<tr>
<td>☐ Drive by</td>
<td>☐ Interior Performance and Playback</td>
</tr>
<tr>
<td>☐ Drive ups &amp; away</td>
<td>☐ Intermittent pedestrian control</td>
</tr>
<tr>
<td>☐ Driving shots</td>
<td>☐ Intermittent traffic control – 2 minute standard (except 0700-0900 hrs &amp; 1500-1900 hrs)</td>
</tr>
<tr>
<td>☐ Driving shots with the flow of traffic</td>
<td>☐ Intermittent traffic control – 2 minutes standard (except 0600hrs-0900hrs &amp; 1500hrs-1800hrs)</td>
</tr>
<tr>
<td>☐ Emergency vehicles with flashing lights</td>
<td>☐ Intermittent traffic control – 90 seconds standard</td>
</tr>
<tr>
<td>☐ Equipment on property</td>
<td>☐ Intermittent traffic control – 90 seconds standard (except 0700-1000 hrs &amp; 1600-1900 hrs)</td>
</tr>
<tr>
<td>☐ Equipment on sand</td>
<td>☐ Near hits &amp; misses</td>
</tr>
<tr>
<td>☐ Equipment on sidewalk &amp; street</td>
<td>☐ Non-simulated sexual activity</td>
</tr>
<tr>
<td>☐ Equipment on sidewalk only.</td>
<td>☐ Precision driving (within or below posted speed limit only)</td>
</tr>
<tr>
<td>☐ Equipment on sidewalk, in curb lane &amp; across street</td>
<td>☐ Process Trailer</td>
</tr>
<tr>
<td>☐ Extended run, holding intersections</td>
<td>☐ Rain effects</td>
</tr>
<tr>
<td>☐ Exterior Dialogue</td>
<td>☐ Rooftop activity</td>
</tr>
<tr>
<td>☐ Exterior establishing shots</td>
<td>☐ Running &amp; tow shots with the flow of traffic</td>
</tr>
<tr>
<td>☐ Exterior models against scenery</td>
<td>☐ Running &amp; tow shots.</td>
</tr>
<tr>
<td>☐ Exterior motion without sound</td>
<td>☐ Wetdown</td>
</tr>
<tr>
<td>☐ Exterior Performance and Playback</td>
<td>☐ Wind effects</td>
</tr>
<tr>
<td>☐ Handheld equipment</td>
<td></td>
</tr>
<tr>
<td>☐ Helicopter activity</td>
<td></td>
</tr>
</tbody>
</table>

**add other**

**Save Filming Activities**

### Base Camp/Crew Parking *

#### Base Camp
- **Location Type: **
  - Location: [view list](#)

#### Crew Parking
- **Location Type: **
  - Location: [view list](#)

**Notes**
**CERTIFICATE OF LIABILITY INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**
Marsh USA Inc.
Two Logan Square
Philadelphia, PA 19103-2797
Contact: Philadelphia.Certs@marsh.com

**CONTACT NAME:**

**PHONE (A/C, No, Ext):**

**FAX (A/C, No):**
FAX: 212-948-0360

**EMAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE:**

**INSURER A:**

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURER(S) NUMBER:**

**REVISION NUMBER:**

**COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

### GENERAL LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>ADDR</th>
<th>SUBR</th>
<th>WD</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAIMS-MADE</td>
<td>O</td>
<td>PRO</td>
<td>LOC</td>
<td>7996-74-23</td>
<td>07/01/2017</td>
<td>07/01/2018</td>
<td>$1,000,000.00</td>
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<tr>
<td>OCCUR</td>
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<td></td>
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<tr>
<td>GENERAL AGGREGATE LIMIT APPLIES PER:</td>
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<tr>
<td>PROJ</td>
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<td></td>
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</tr>
</tbody>
</table>

### AUTOMOBILE LIABILITY

- ANY AUTO
- SCHEDULED AUTOS
- NON-OWNED AUTOS

### UMBRELLA LIABILITY

- OCCUR
- CLAIMS-MADE

### EXCESS LIABILITY

- DED $5,000.00

### WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- WC STATUTORY LIMITS
- OTH
- E.L. EACH OCCurrence
- E.L. DISEASE - EACH EMPLOYEE
- E.L. DISEASE - POLICY LIMIT

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

For information purposes only

**FOR INFORMATION PURPOSES ONLY**

**CERTIFICATE HOLDER**

**CANCELLATION**
Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE**
Manashi Mukherjee

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<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Marsh USA Inc.</th>
</tr>
</thead>
</table>
| NAMED INSURED | New York University  
Insurance & Risk Management Department  
105 East 17th Street, 4th Floor  
New York, NY 10003 |
| POLICY NUMBER |  |
| CARRIER |  |
| NAIC CODE |  |
| EFFECTIVE DATE |  |

### ADDITIONAL REMARKS

<table>
<thead>
<tr>
<th>Risk Type</th>
<th>Covered Property Limit</th>
<th>Deductible</th>
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</thead>
<tbody>
<tr>
<td>Props / Sets / Wardrobe</td>
<td>$500,000.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Valuable Articles</td>
<td>$25,000.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Location Property Damage</td>
<td>$1,000,000.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>
NEW YORK UNIVERSITY

Tisch School of the Arts
The Maurice Kanbar Institute of Film and Television
Department of Film and Television
721 Broadway, 9th Floor
New York, NY 10003-6807

phone: 212 998 1899

Date: ________________________

To Whom It May Concern:

Please accept this letter as verification that ____________________________
is a student in good standing who is working on an approved film project in the Kanbar
Institute of Film & Television at Tisch School of the Arts.

As part of the film project, ____________________________
purpose.

It is a great honor to support the film project, and greatly appreciate the University responsibility.

Thank you.

Lucy Spiegelman / Barbara Jacobs/ Amanda Yerby
Production Coordinators

Dept. of Film & TV
Tisch School of the Arts
(212) 998-1790 office
(212) 995-4574 fax
ALLIANZ GLOBAL CORPORATE & SPECIALTY INSURANCE COMPANIES
PERSONAL PROPERTY PROTECTOR PLUS® INSURANCE

DECLARATIONS PAGE

POLICY NUMBER:

INSURED’S NAME AND HOME ADDRESS

SCHOOL NAME AND STATE

New York University (Photo/Film/Journalism Major)
NY

AGENCY:
Arthur J. Gallagher Risk Management Services, Inc.
316 Maxwell Rd., Suite 100
Alpharetta, GA 30009

To report or fax a claim:
Phone: (888) 411-4911 Fax: (678) 832-4911
www.CollegeStudentInsurance.com

Risk Management Letter (Page 1)

POLICY PERIOD

From: 09/09/2015 12:01AM
To: 09/09/2016

Amount:

Coverage: Replacement Cost Value (RCV)

Property Covered: Personal property subject to policy exclusions and special limit of liability

Deductible: $25 $50 X $100 $ Other: $500

State Endorsements forming a part of this policy: IL.02680498, IL.02680498A

Date: 9/8/2015
Authorized Signature: [Signature]
POLICY CHANGE

Policy Number: ’

Named Insured and Mailing Address:

Policy Change Effective Date: 09/09/2015

POLICY CHANGES:

Limit of Liability Amendment Endorsement

This endorsement modifies coverage provided by the policy.

The additional premium for this endorsement is a minimum premium and not subject to further adjustment.