



CITY OF LA MESA FILMING/PHOTOGRAPHY REQUIREMENTS

Permission for use of City of La Mesa properties and public right-of-way by commercial film and photography entities are coordinated through the City of La Mesa Community Services Department. **NOTE:** Filming/photography that takes place entirely on private property does not require a permit; however, the City shall be notified of the date(s) a minimum of twenty(20) working days prior to the date of the activity and a notification letter shall be distributed per the instructions below.

APPLICATION:

Applicant must notify City of intended filming dates a **minimum of thirty (30) days** prior to the requested date. Application is to be completed by a representative who can sign on behalf of the production company and a completed packet must be submitted a **minimum of twenty (20) working days** prior to the requested date. Incomplete packets will not be considered. Forward your completed application packet and permit request fee of \$2,500.00* to:

Attn: Filming Permit Coordinator
La Mesa Community Services
4975 Memorial Drive
La Mesa, CA 91942
Phone: 619-667-1300 Fax: 619-464-3761
email: community@ci.la-mesa.ca.us

Upon completion of the review process, a copy of the approved, signed permit application packet will be returned to the production company and is required to be in the possession of the on-site contact specified in the application at all times.

To be considered complete, an application packet shall include a completed application form, payment of fee, and copies of the following documentation:

TRAFFIC CONTROL PLAN: Applicant must submit a clear and legible traffic control plan diagram for all City property or public right-of-way impacted or used. Diagram **must include:** locations of detour, delay warnings, routing, no parking, or other required signage, and be approved by City engineering and public safety personnel prior to permit consideration. For information on signage requirements, call the City's Engineering Division at 619-667-1166. Applicant is responsible for posting all signage as outlined in the approved plan. Each metered parking space used shall be charged by the day or any portion thereof.

INSURANCE: A general liability policy of no less than two million dollars, containing or endorsed to contain the following: **"The City of La Mesa, its employees, officers and/or officials, agents, and volunteers are hereby added as insureds."** Fax and then send copies of your insurance endorsement page to the address listed above.

NOTIFICATION LETTER: A letter of notification is to be distributed a minimum of one block in all directions from the location(s) at least 48 hours in advance. Hand delivery by a production company representative is required. The letter shall include, but not be limited to information regarding location, impact on access, areas of parking and traffic restriction, anticipated noise levels, name, and phone number of production company representative who can respond to inquiries.

CITY STAFF SERVICES - Scheduling police, fire, or other City staff is on a manpower availability basis. Requests for City staff must be made in the application packet a minimum of twenty (20) days in advance. A two-hour minimum* charge applies for all City staff. Cancellations less than 24 hours in advance of schedule shall be invoiced at full scheduled cost. Charges are calculated for each staff member by the hour or any portion thereof.

REIMBURSEMENT FOR COSTS INCURRED - The production company shall reimburse the City of La Mesa for all costs incurred during permit application review and filming. Those costs shall be calculated at full cost recovery rates*.

Additional special permits to be approved by the City Council may be required for special circumstances such as large crowds, some stunts and special effects, park or City building use, and street closures. Such permits can require a minimum of 30 days for processing and approval following receipt of application packet. The City of La Mesa understands that some things may change and the City will make every reasonable effort to accommodate your needs. Report any changes or amendments to the information contained in your permit application promptly to the City staff contact listed above.

*Fees and rates are subject to change at any time per City Council direction.
Any costs for City services beyond the application review will be invoiced at full cost recovery rates.

CITY OF LA MESA
FILMING/PHOTOGRAPHY PERMIT APPLICATION



Company Name: _____ Application Date: _____

Address: _____

Applicant Phone-Office: _____ Fax: _____ Cell: _____

Place an "X" next to type of production: Feature Film Documentary Student Film Television Series
Television special Still Photography Commercial Other: _____

Location Start Day & Date: _____ End Day & Date: _____

PRIMARY CONTACT (for this production):

Name: _____ Title: _____

Address: _____

Phone-Office: _____ Fax: _____ Cell: _____

ON-SITE CONTACT (for this production):

Name: _____ Title: _____

Address: _____

Phone-Office: _____ Fax: _____ Cell: _____

As an authorized representative of the above-listed company, applicant agrees to comply with all applicable laws and to maintain the premises in good condition and to return the premises to the same condition as they were before said use. Applicant acknowledges obligation to reimburse expenses for City staff, facilities, and equipment, which will be calculated at full cost recovery rates. Completion of all City of La Mesa filming/photography requirements must be fulfilled to City's satisfaction prior to permit approval. The City Manager shall be authorized to immediately revoke the rights and privileges conferred by this permit, in whole or in part, in his or her absolute discretion, for reasons related to, among other things: 1) preserving health and safety; or 2) for the breach of any term or condition of this permit.

Applicant's Signature: _____ Title: _____

Carry this permit and approval of City requirements with you and surrender to officials on demand.

City of La Mesa Use Only

Approved: _____ Denied: _____

Signature: _____ Title: _____

City Manager Authorization: _____

Comments and Conditions: _____

LOCATION INFORMATION

	DATE	ARRIVAL TIME	DEPARTURE TIME	ADDRESS	NAME OF PROPERTY OWNER/RESIDENT/BUSINESS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

EQUIPMENT VEHICLE INFORMATION

QUANTITY	VEHICLE/EQUIPMENT DESCRIPTION (include type and size - examples: 1 ton pickup truck, 10 passenger van, 60 foot crane, 3,500 watt portable gas generator, private crew vehicle, etc.)	PURPOSE (examples: personal crew vehicles, parked prop vehicles, moving prop vehicles, transportation, etc.)	PARKING ACCOMMODATIONS (include location of parking lot if parked or traffic boundaries if driving)

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PRODUCTION INFORMATION

PRODUCTION REQUIREMENTS (Be specific and provide detailed information - attach additional sheets as necessary)	Yes	No	DETAILS (examples: source address or equipment location, City Police staff requested, etc.)	City Staff Reviewed	Approved		Special Approval Conditions
					Yes	No	
Electrical (specify if using portable generators, temp power poles, panels, or buildings, etc. explain where any cords or cabling will be routed.)							
Traffic Control - vehicular (Intermittant traffic control limits-no more than 5 minutes each to total no more than 15 minutes per hour - estimate number of officers required and time frame for officer coverage)							
Traffic Control - pedestrian (Intermittant traffic control - no more than 5 minutes each to total no more than 15 minutes per hour - estimate number of officers required and time frame for officer coverage or indicate production staff to be used for pedestrian control)							
Streets/Alleys/Sidewalks closed or blocked (Indicates exceeding pedestrian control as noted above. Indicate location of barricades if required)							

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					Yes	No	
Parking Control - non-metered (specify dates, times, location, and dimension of area or number of parking spaces to be posted "no parking" - include diagram for clarification)							
Parking Control - metered (specify dates, times, location, and number of meters to be posted "no parking" - include diagram for clarification)							
Neighborhood Notification Letter (letter to be reviewed and approved by City staff - notification no less than one block in all directions of impacted area)							
Security (provide info on point and method of contact for City staff; notify assigned police staff if security is armed, specify if security personnel will be on site overnight)							
EMT/Paramedic Services (provide emergency call procedures to City staff)							

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					Yes	No	
Fire Service (provide info on any non-City fire service on site as well as emergency call procedures for City staff)							
Tents/Canopies/Screens (Provide info on any temp shelters or structures to be erected in public right of way or on public property including dimensions and specific locations.)							
ANIMALS (Provide info on type, how restrained, handlers' qualifications, etc.)							
Traffic Plan (provide traffic routing/control plan diagram w/City approved signage included)							

PERSONNEL INFORMATION

PRODUCTION PERSONNEL (List by job responsibility. You may group similar positions performing similar tasks such as production assistants, transportation crew, camera crew, security, EMTs, cast, extras, etc. Attach extra sheets if necessary.)	NUMBER	ARRIVAL TIME	DEPARTURE TIME	ACTIVITIES (provide adequate detail for City to assess impact to area - specify whether inside or outside, in street, crossing street, standing by w/equipment, suspended from overhead cable; etc. and include location(s) of cast holding area.)

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STUNTS SPECIAL EFFECTS

TYPE	SPECIFIC DESCRIPTION (provide detail - use separate sheet if necessary)	City Staff Reviewed	Approved		Special Approval Conditions
			Yes	No	
Open Flame					
Pyrotechnics					
Explosives					
Flammable Liquids					
Chases (Vehicle & Foot)					
Collisions					
Traffic					
Fights					
Falls					
Gun fire					
Lighting					
Weather/climate					
Sound					
Other (specify)					