



Department of Public Works
5050 N. Irwindale Ave., Irwindale, CA 91706
(626) 430-2252 phone • (626) 430-2295 fax
businesslicense@irwindaleca.gov

Film Permit Procedures

This worksheet provides required information for companies wishing to apply for a film permit. The information listed below shall be submitted prior to issuance of a film permit; otherwise, we will not accept the application. If you should have any questions regarding this process, please contact Iris Espino at (626) 430-2252.

1. The application should be completely filled out by the applicant.
2. Determine where the filming will take place.
 - a. If on private property, the property owner must sign a letter authorizing the use of the property.
 - b. A site plan may be required if filming is planned on City streets and/or City property. The site plan must include the location(s) of cast, crew, vehicle(s), and the route to be used in order to film a scene.
 - c. If filming at the Irwindale Speedway, then a signature is required on the hours agreed upon and the Typical Draft Conditions of Approval on Time and Activity Limits for filming at the Irwindale Speedway.
3. A Certificate of Liability must be turned in identifying the City of Irwindale as additionally insured with a minimum of \$1,000,000 per occurrence.
 - a. A Certificate of Workers Compensation is also required. This may be included in the Certificate of Liability.
 - b. City of Irwindale Insurance Requirement Guidelines must be followed.
4. The applicant needs to have a current Business License to do any type of work in the City of Irwindale. Please fill out and pay for your license as part of this application process. You may fill out your application online at www.irwindaleca.gov.
5. The County of Los Angeles Fire Department Motion Picture/TV Filming Permit approval must be submitted with the film application.
6. A pyrotechnician is required if pyrotechnics will be used.
7. Once all documents are properly filled out, management approval will be required.
8. The film permit fee is \$215. The film permit can be processed in one day; however, there is an additional \$150.00 charge. Additionally, there is a business license fee if you do not have a business license to work in the City of Irwindale.



City of Irwindale

5050 North Irwindale Avenue, Irwindale, California 91706
(626) 430-2252 Fax (626) 430-2295

FILMING PERMIT APPLICATION

*PERMIT TO BE ON LOCATION AT ALL TIMES

Permit No: _____

Date: _____

Company: _____

Address: _____

Company Phone: _____

Company Fax: _____

Production Dates: _____

Fire Department Permit No: _____

Pyrotechnic Permit No: _____

Project Title: _____

Location Manager: _____

Phone: _____

Production Manager: _____

Phone: _____

Other Contact: _____

1. Production Type:

- TV Episodic Feature Film Music Video Corporate Video TV Commercial TV Movie
- Other: _____

2. Filming Action: INTERior Dialogue EXTERior Dialogue Other _____

- Camera in Curblane Camera on Sidewalk Street Closure Drive By s Drive Ups/Aways
- Running Shots Tow Shots Wet Down Nudity Police Escort
- Lane Closure Music Playback Drive w/flow of Traffic Other _____

Description of Filming Activities: _____

3. Total Personnel: _____ Total Vehicles/Equipment: _____

4. Equipment Detail: Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Other: _____

5. Insurance: Before a film permit is issued, a certificate of insurance must be submitted. Requirements are:

- Minimum \$1,000,000 General Liability Limit. Proof of Workman s Compensation.
- City of Irwindale Named as Additional Insured.
- Insurance Certificate Attached. Insurance Certificate on File.

Insurance Company: _____ Expiration Date: _____

Policy No: _____

6. **Location Shoot Specifics:** Please give specifics about your shoot below, attach sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also describe all Scene(s) to be filmed (including pyrotechnics and stunts).

Date	Time	Location and Activity		
			PREP	
				FILM

7. **Traffic:** If filming is planned on City street(s) and/or City property, please submit a site plan showing location(s) of cast, crew, vehicle(s) and the route to be used in order to film a scene.
 Site plan Attached. Site plan will be submitted by time _____ and date _____.
 Describe your plan for controlling traffic, (i.e. police services, personnel and devices to direct traffic):

8. **Stunts/Special Effects:** If your filming will involve stunts or special effects, please provide detailed information about the specifics planned: _____

Pyrotechnics Specifics: _____

Pyrotechnician: _____ License Number: _____

Hazardous Materials to be used: _____

9. **Special Restrictions:**

- Written notice to be given to all surrounding residents and/or businesses within a three hundred-foot radius of the filming activity stating date(s) and time(s) filming is to take place.
- All parking to occur on private property.
- Police Officers required.

_____ officers for _____ hours at \$_____ per hour for a total fee of \$_____

10. **Use of Unmanned Aircraft Systems (UAS) / Drones**

Yes _____ No _____ If yes, what is the size and how high will it be flying? _____

Please include the the following documentation with the application:

- A copy of the operator's Certificate of Authorization (COA)
- A copy of the operator's written Plan of Activities (POA)

OFFICE USE ONLY

Date Application Received: _____	Fees:	Application/Investigation Fee* _____
Date Fees Paid: _____		Police Fee _____
		Public Works Fee _____
		Business License Fee _____
		Other Fee _____
		Total _____
		*Non-Refundable

Approvals and Conditions:

Risk Management _____

Planning _____

Public Works _____

Police _____

City Manager _____

Attachments: _____

Other provisions: _____

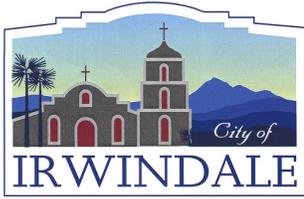
Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before said use.

Unless greater or lesser coverage is requested, permittee agrees to furnish the City of Irwindale evidence of \$1 million comprehensive general liability insurance including contractual liability and automobile liability when applicable, in the form of a certificate, covering the entire period of this permit, naming the City of Irwindale as additional insured.

Permittee waves all claims against the City of Irwindale, its officers, agents and employees, for fees 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, its officers, agents and employees from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City.

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

Applicant s Name: _____ **Representative of:** _____
(Company Name)



City of Irwindale Permission to use Property for Filming

In accordance with city of Irwindale s Municipal Code Section 9.65.050 I hereby give
permission for _____ to use the property
(Film Company)
located at _____ for the purpose of filming on
(Address)
the following dates(s) _____ and
time(s) _____.

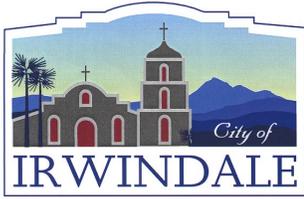
We agree to save harmless said City of Irwindale, its officers and employees from any and all
claims, damages or losses to persons or property resulting from use of the above mentioned
property by applicant, their invitees, or anyone attending the event whether or not caused by
negligence of such person.

OWNER OF PROPERTY

Signature(s)

Name (Please type or print)

Telephone Number



City of Irwindale Permission to use Property for Filming

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negligence of such person.

OWNER OF PROPERTY

Signature(s)

Name (Please type or print)

Telephone Number

**IRWINDALE SPEEDWAY
CITY-APPROVED SCHEDULE OF OPERATIONS**

1. RACETRACK AND RELATED FACILITIES

a. Hours of Operation:

Facility Hours:

Monday through Thursday – 7:00 a.m. to 10:00 p.m.

Friday and Saturday – 7:00 a.m. to midnight

Sunday – 7:00 a.m. to 11:00 p.m.

Special Weekday Events approved by City – Noon to 11:00 p.m.

Event Hours:

Friday – 4:00 p.m. to 11:00 p.m.

Saturday – Noon to 11:00 p.m.

Sunday – Noon to 10:00 p.m.

Holidays – Noon to 10:00 p.m.

Special Weekday Events approved by City – Noon to 11:00 p.m.

- b. The event hours listed above shall govern any use of the Racetrack and includes any warm-up, driving, testing, pre-racing, or other event activities.
- c. Non-racing events such as rodeos and concerts may be held on dates with no race events scheduled, but shall be limited to the above hours of operation for events.
- d. Incidental use of the Racetrack and Related Activities may occur on weekdays in the form of vehicle testing, driving schools, maintenance and automobile research and development; provided that weekday use of the Racetrack shall be limited from Noon to 7:00 p.m.

2. DRAGSTRIP

a. Hours of Operation:

Facility Hours:

Monday through Thursday – 7:00 a.m. to 10:00 p.m.

Friday and Saturday – 7:00 a.m. to midnight

Sunday – 7:00 a.m. to midnight

Special Weekday Events approved by City – Noon to 11:00 p.m.

Event Hours:

Friday – 4:00 p.m. to 11:00 p.m.

Saturday – Noon to 11:00 p.m.

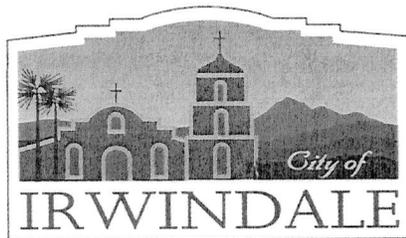
Sunday – Noon to 10:00 p.m.

Holidays – Noon to 10:00 p.m.

Special Weekday Events approved by City – Noon to 11:00 p.m.

Signature

Date

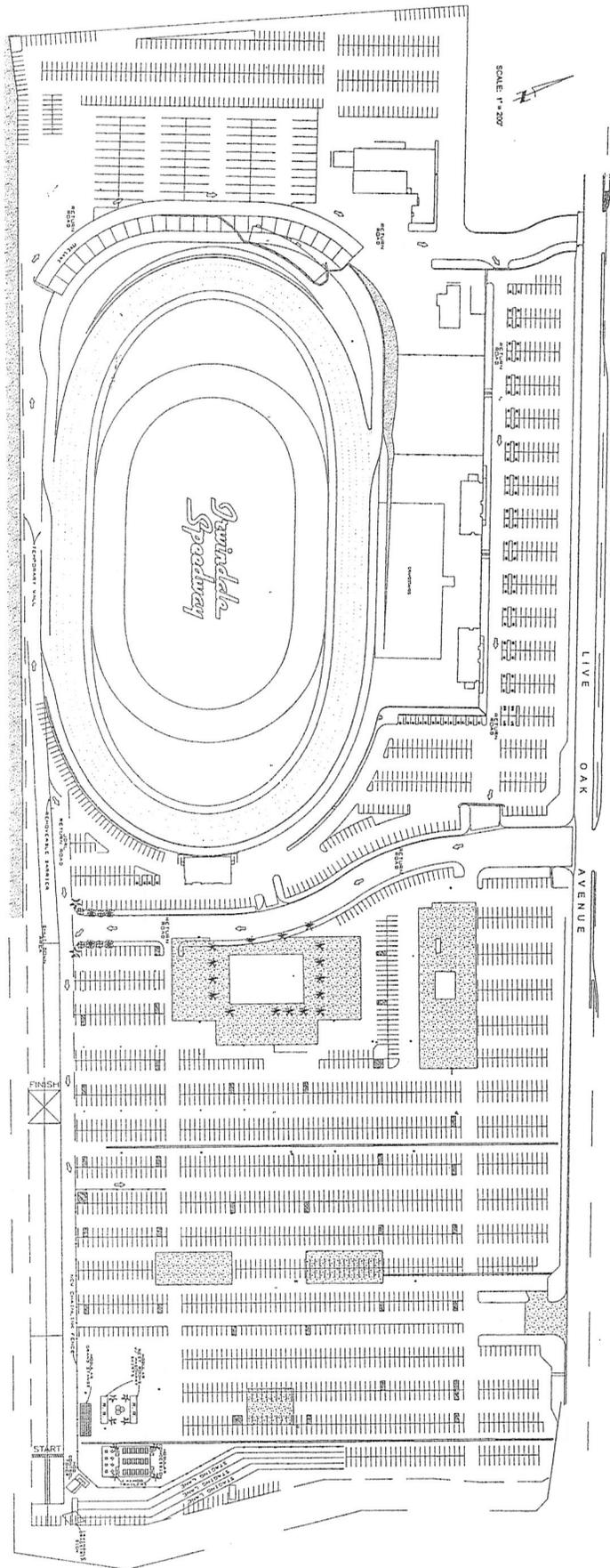


**TYPICAL DRAFT CONDITIONS OF APPROVAL
ON TIME AND ACTIVITY LIMITS
FOR FILMING AT IRWINDALE SPEEDWAY**

- 1) No oval track and/or dragstrip stadium or facility lights on after 10:00 pm.
- 2) No racing, revving, or idling of engines/motors or motorized use after 10:00 pm.
- 3) Any violation of the City's Noise Ordinance will result in the revocation of this film permit, or other remedies under the Irwindale Municipal Code.

Signature

Date





**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: PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY				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

- | | | | | | | |
|--|---|---|--|---|---|---|
| <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)

FSO FSA FI WATER TRUCK ISSUED BY _____ DATE _____ REMARKS _____