



CITY OF PICO RIVERA

Finance Department - Revenue Division

P.O. Box 1016 - 6615 Passons Blvd.

Pico Rivera, CA 90660

Telephone: (562) 801-4321 - FAX: (562) 949-3079 – Website: www.pico-rivera.org

Film Permit Requirements

- **Revenue Division and Community Development Department Filming Permit Applications. Applications will not be accepted without all requirements listed below.**
- **Fees:**
 - Application fee: \$700.00 for Simple Film Shoot
\$2,000.00 for Complex Shoot
 - Processing fee: \$100.00 per day for Simple Film Shoot
\$200.00 per day for Complex Film Shoot
 - Use fee: \$100.00 per day for Simple Film Shoot
\$200.00 per day for Complex Film Shoot
For the use of city facilities other than streets and sidewalks. Not applicable to private property.
- **Letter of Intent.** Please include whether or not you will be using public streets and if you are requesting fire safety or sheriff's officers. Also include hours and all details.
- **Liability Insurance:** This coverage is required prior to the issuance of a permit. The applicant must provide an original Certificate of Insurance of at least \$1 million, **and an original Endorsement** naming the City of Pico Rivera, its officials, its employees and agents as additional insured. It will include the event, dates, and location on the Certificate of Insurance and Endorsement.
- **Workers' Compensation Insurance:** Applicants must conform to all applicable Federal and State requirements for Workers' Compensation Insurance for all persons operating under a permit.
- **Hold Harmless Agreement:** Applicants are required to execute a City provided hold harmless agreement before being issued a permit. The hold harmless agreement is located on the second page of the Finance Department/Revenue Division Filming Permit Application.
- **Property Owner Authorization.**

Advance Notice:

City staff members will do their utmost to ensure a quick turn-around time to get you your permit as soon as possible. The time required to obtain a permit varies, depending on the scope of the work. Simple projects require no more than seven working days to obtain your permit while more complicated shoots can take up to 10 working days to process. The lengthier turn-around time generally is required for projects that involve such things as pyrotechnics, closure of streets, and elaborate special effects.

Important Contacts (please call to obtain requirements and approval):

City of Pico Rivera Community Development Department (562) 801-4332

Health Department of Food & Milk, (626) 430-5400 (to verify health permit for caterer) fax (626) 813-3017

Fire Department Film Desk, (818) 364-8240 fax (818) 364-8242 (Christine Ramos)

Pico Rivera Sheriff's Department, Lt. Sanchez (562) 949-2421

Sheriff's Department Film Desk (323) 526-5641 (call only if required by Pico Rivera Sheriff's Dept.)