City of Temple City

FILMING PERMIT

Application Checklist

THIS CHECKLIST WILL BE USED BY STAFF TO DETERMINE IF AN APPLICATION CONTAINS THE APPROPRIATE REQUIREMENTS TO BEGIN THE APPLICATION PROCESS. ALL ITEMS LISTED BELOW MUST BE INCLUDED. IF ANY ITEMS ARE NOT INCLUDED THE PROJECT WILL NOT BE ACCEPTED FOR SUBMITTAL. APPLICATIONS SHOULD BE SUBMITTED A MINIMUM OF 2 WEEKS PRIOR TO THE FILMING DATE.

Minimum Application Filing Requirements

- ☐ Completed "Film Permit Application" (See Attachment 1)
- ☐ Aerial map to show location of available parking spaces
- ☐ "Letter of Permission" to use property
- ☐ Radius map identifying all affected properties (See Attachment 2)
- ☐ Fully-Executed "Notification Letters" from all affected properties (See Attachment 3)
- ☐ Certificate of General Liability Insurance ($1 million per occurrence & $2 million general aggregate), Additional Insured Endorsement (California Admitted Carrier; Rating A:VII), and Waiver of Subrogation (See Attachment 4)
- ☐ Script of screenplay
- ☐ Written description of what, if any, City Services (Sheriff, Fire, Street Closures, and Other City Services) need for filming
- ☐ Applicable Filing Fees (see the City's current fee schedule)
- ☐ Encroachment Permit, if film production plans involve using any part of the public right-of-way (sidewalks, streets, etc.)

Attachment 1- Film Permit Application

Attachment 2- Radius Map & Notification Requirements

Attachment 3- Notification Letter

Attachment 4- Sample of General Liability Insurance

Attachment 5- Encroachment Permit (if applicable)