



FILMING POLICIES IN THE CITY OF WEST HOLLYWOOD

Do I Need a Film Permit? Unless you are filming in a licensed film studio, a valid Film Permit issued by the West Hollywood Film Office is required for all shoots on public **and** private property. Even if the location is a private residence or business, a Film Permit is required.

Procedures: First, contact the West Hollywood Film Office at **(323) 848-6489** for an application. The Film Office requires a minimum of 3 business days to process a permit request. If deputies are required for filming per the LA County Sheriff's Department, permitting may be based on their separate timeline for assigning deputies of 5-10 business days. Applications are also available for download on the Film Office webpage at www.weho.org/film. The City's Film Liaison will discuss the particulars of your production, and let you know what special conditions will apply, whether or not a Los Angeles County Sheriff's Deputy is required, and any other information needed to secure the permit.

Insurance: \$1 million liability insurance with clause to additionally insure the City of West Hollywood, its officials and representatives. Student productions must provide insurance from the school they attend. Insurance information and requirements are also available at www.weho.org/film.

Law Enforcement: Law enforcement personnel are sometimes required for filming activity, *which may require 5-10 business days to process, per the Los Angeles County Sheriff.* In West Hollywood, Los Angeles County Sheriff's Deputies must be used. Sheriff's Deputies are retained by calling the Los Angeles County Sheriff's Dept. at **(213) 229-1695**. Fees for deputies are invoiced separately by the Sheriff's Department.

Fire Officials: Because Fire Safety Officers or Advisors may be required, each request for filming must be reviewed separately by the Los Angeles County Fire Department. This requires a separate Los Angeles County Film Unit application. For specific information, call the Fire Dept. Film Desk at **(818) 364-8240**. Fees for fire officials are paid separately as invoiced by the Los Angeles County Fire Department.

Posting/Parking: All vehicles and equipment associated with filming activities must park in posted spaces only. **The production company is responsible for putting up and taking down all "No Parking/Tow Away" signs.** Requests for posting on City streets may require signatures from merchants and/or residents to confirm notification (not for approval). "No Parking/Tow Away" signs must be posted 48 hours prior to the start of production in residential areas to be enforceable; 24 hours prior in commercial areas. Crew cars must be parked on private property; posted spaces are for production equipment and vehicles only. **All requests for posting should include a parking map, and parking meter numbers where applicable.**

Filming Hours: Normal hours for filming are **7am to 10pm** and **8am to 10pm** in residential areas on weekends. Extended hours filming in residential or commercial areas may be allowed, depending on impact.

Notification - Notification of residents and/or businesses within a **500-foot (or more) radius** of the filming location is required. Only letters composed with West Hollywood guidelines and requirements will be accepted. See "Notification Information for Location Filming" for complete instructions. **Permits will not be issued without submission of an approved notification letter.**

Contact: Eddie Robinson, Film Liaison
Telephone (323) 848-6489

If you have any additional questions or concerns, please contact
Cleo Smith, Event and Film Services Manager, at (323) 848-6544