



FILM AND STILL PHOTOGRAPHY PERMIT REQUIREMENTS

REQUIRED FORMS

- 1) Permit Application
- 2) Hold Harmless Agreement
- 3) County of Los Angeles Fire Film Permit
(<https://www.fire.lacounty.gov/fire-prevention-division/public-safety-and-film-unit/>)
- 4) Parking Plan
- 5) Aerial Plot Plan
- 6) Certificate of Liability Insurance and Additional Insured Endorsement
(Minimum \$1,000,000 General Liability; \$2,000,000 Aggregate. The City of Pomona must be named as Additional Insured on second-page Additional Insured Endorsement)

ADDITIONAL FORMS MAY BE REQUIRED UPON REVIEW

Private Property:	“Permission to Use” or Location Agreement
City Parking Lots:	VPD Lot Request Form; Signature Survey
Posted Parking:	Signature Survey
ITC or Street Closure:	Signature Survey
Drone:	FAA Certifications and Brackett Airport approval

Apart from the list above, additional forms may be required based on scope of project.

FEES

Permit Fee:	\$500.00 for up to 14 days; \$100.00 each additional day
Police Officer Deposit:	\$90.00 per hour per officer. (3 hour minimum)
Encroachment Fee (sidewalks):	\$250.00 per day
ITC or Street Closure Fee:	\$112.00 per day
Traffic Control Plan Review Fee:	\$109.00 per plan

All fees are subject to change. Additional fees not listed above may be assessed based on scope of project.

APPROXIMATE PROCESSING TIMES

Processing times are general estimates only and are not guaranteed. More accurate processing times will be determined upon submission of completed application and will be based on location and scope of project.

Private property only:	Approx. less than 1 business week
Posted Parking/Traffic Control, up to one city block:	Approx. 1 – 2 business weeks
Posted Parking/Traffic Control, multiple city blocks:	Approx. 2 – 4 business weeks
Drone usage:	Please inquire
City Park/Facility (including Civic Center Plaza):	Please inquire

**For any questions or to submit an application, please contact Aren Yeh at:
Community Services | 499 E. Arrow Hwy | (909) 620-2005 | aren_yeh@ci.pomona.ca.us
Office Hours: Monday – Thursday, 7:30am – 6pm**