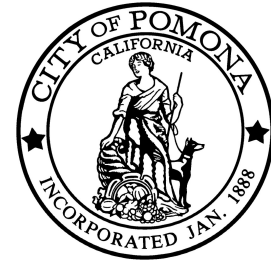


FILMING PERMIT REQUIREMENTS



Please allow at least **five (5)** business days for processing.

REQUIRED FORMS INCLUDED IN THIS APPLICATION:

1. Film Permit Application
2. Hold Harmless Agreement
3. Los Angeles County Fire Film Permit (**818-364-8240 or Fax 818-364-8242**)
4. Parking Plan (If a City lot is requested, the VPD Lot request form will be required)
5. Plot Plan
6. Street Closures and Posted Parking: Signed Notification Sheets – Signed Petitions/Signatures for business and/or street closures and “Temporary No Parking” areas on residential and business spaces.

ADDITIONAL PAPERWORK REQUIRED:

1. If filming is to take place on private property, a signed agreement with the property owner granting permission to use the property for the time specified is needed.
2. A Certificate of Public Liability Insurance, minimum \$1,000,000 General Liability with a \$2,000,000 aggregate, document is required. In addition, the City of Pomona must be named as an Additional Insured on a separate Additional Insured Endorsement. (See attached “example” for the required format).

Note: The City of Pomona requires a signed, Second Page Endorsement.

FEE: Current Business License / Filming fee: \$500.00 per each seven (7) day period, or fraction thereof, up to a total of fourteen (14) days. For each day in excess of fourteen (14) days, an additional daily charge of \$100.00 shall apply.

Note: The Business License fee is connected to the City Price Index tied with each Fiscal Year.

Additional fees may be required by the following departments.

1. Public Works
2. Fire Department
3. Pomona Police Department
4. Security/ITC Pedestrian Control

Fees are subject to change.

PARKING

“NO PARKING” signs must be posted by the applicants 72 hours in advance of permitted time.

For questions or concerns please contact Aren Yeh at (909) 620-2005
Complete forms can be emailed to aren_yeh@ci.pomona.ca.us