



## GUIDELINES FOR FILMING IN THE CITY OF VERNON

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### 1. Applicability of a Film Permit

A Film Permit is issued pursuant to City of Vernon Municipal Code Section 5.65. A Film Permit is required on all private and public properties for motion picture, television, commercial, digital media and/or still photography productions, as defined below. Permits are required for student filming but some fees may be waived. A Permit is not required for photographing, filming, or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.

### 2. Processing Time

Applicants must submit a full and complete application at least three (3) business days prior to filming. All Film Permits must be coordinated through FilmLA at [filmla.com](http://filmla.com).

### 3. Standard Filming Hours

Standard filming hours are from 7:00 a.m. to 10:00 p.m.

### 4. Surveys

Surveys are required for filming outside of standard hours in residential areas, for full street closures, excessive parking and/or requests to film for an extended period of time (five days or more in residential areas).

The standard survey radius of 300 feet around the filming location and 200 feet past the last truck parking will apply. The radius may be increased based on overall impact to the area. FilmLA will review the surveys for concerns with proposed filming activity. There is no specific percentage required for approval.

In the case of multi-tenant buildings, managers or their representatives may sign a survey on behalf of all tenants residing at the property.

### 5. Permit Fees

Film Permit fees are adopted by City Council resolution. All fees, including the FilmLA fees, must be paid prior to issuance of the permit.

The application fees are non-refundable.

**Student and Non-Profit Permits** – Use fees and the Vernon permit review fee are waived, however, all other fees will apply.

- Students – The project must be course work only and the student must provide a valid school ID and a school certification letter.
- Students may distribute their own notifications unless the permit contains high impact activity such as gunfire, street closures, etc., for which FilmLA will distribute the notification.
- Non-Profits must provide a copy of IRS letter of determination and a letter (on the non-profit's letterhead) stating the purpose of the project and specifying that it is not for commercial purpose.
- Personnel fees (if required) will not be waived or reduced.

**Noncommercial Activity** - No permit is required for filming or still photography solely for private use with no commercial value.

**News Reporting** - No permits are required for reporters, photographers, or camera operators in the employ of a newspaper, news service, or similar entity engaged with on-the-spot broadcasting of breaking news events.

## **6. Riders and After-Hours Assistance**

During business hours, every effort should be made to obtain permission from the appropriate departments before issuing a rider for changes. After business hours, if a company needs to make a change to hours within the normal filming hours of 7:00 a.m. to 10:00 p.m. and impacted parties can be notified of reasonable requests, FilmLA can approve the change without contacting the City. If the request would ordinarily require surveys (filming outside of 7:00 a.m. to 10:00 p.m.), changing filming location, adding street activity, special effects, parking or any other high impact activity then the rider request must be denied.

## **7. Insurance Requirements**

Prior to issuance of a permit, the following insurance requirements must be provided:

General Liability Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the City as a coinsured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The City directors, commissioners, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the City/County. A copy of the certificate shall remain on file.

**Workers' Compensation Insurance:** An applicant shall conform to all applicable Federal and State requirements for Workers' Compensation Insurance for all persons operating under a permit. Secure and maintain in force a policy with a minimum limit of \$1,000,000 per accident. The policy shall be endorsed to waive all rights of subrogation against City directors, commissioners, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured.

**Automobile Liability Insurance:** A certificate of insurance will be required with minimum limit of \$1,000,000 combined single limit, including owned, hired, and non-owned liability coverage. The policy shall name the City as a coinsured for protection against claims of third persons for personnel injuries wrongful deaths, and property damage. The City directors, commissioners, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured.

## **8. City Requirements**

**Building Department** - An occupancy inspection may be required for any set building or filming activity which would impact the structure of the existing building.

**Fire Jurisdiction** - The Los Angeles County Fire Department is the fire authority for the City of Vernon and will review permits on behalf of the City.

**Health Department** - The Vernon Health and Environmental Control Department will review all filming permit requests.

Production companies must comply with codes governing hazardous materials and all health standards in providing the appropriate number of restrooms and sanitary conditions for food preparation.

Catering companies must display a current health permit (City of Vernon, Los Angeles County, Orange County, Ventura County, or similar) and documentation of food handler certification, as well as a vehicle inspection done within the last 90 days.

**Police Department** - The Vernon Police Department is the police authority for the City of Vernon. The Police Department will review all filming permit requests, including vehicle parking and traffic control.

Police presence is required in the following situations:

- Filming on and/or accesses or impacts the public right-of-way
- Precision/stunt driving
- Simulated emergency activity (vehicles with flashing lights, talent dressed in uniform)
- Simulated pursuits (foot or vehicle)

- High impact activity with the potential to alarm the public (crime in progress, newsworthy event)
- Music videos
- Brandishing weapons in public view
- Gunfire

The following situations do not generally require Police presence:

- Filming and/or still photography activity, production base camping, and catering of less than 25 people
- Filming and/or still photography activity, production base camping, and catering contained entirely on private property
- Driving shots with the flow of traffic. Small equipment (no larger than a Go-Pro) must be in or mounted within the profile of the vehicle and not impact adjacent lanes of traffic. Vehicles must travel legally and follow posted speed limits.
- Production requests posted "no parking" for equipment vehicles in areas that others could normally park. Parking must not adversely impact traffic.
- Man on the street type of filming and/or still photography (interviews, etc.) with 10 or less people and all handheld equipment on the sidewalk. Must maintain adequate clearance for pedestrian traffic.

Police presence and additional officers may be required upon review of the permit and, at the discretion of the Police Department.

**Public Works Department** - Any construction by City crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities. See also Parking and Traffic Control for additional requirements.

**Vernon Public Utilities Department** - No person shall use water from a public fire hydrant without permission from the City of Vernon Public Utilities Department.

## 9. Notification

FilmLA will arrange for notification of filming of all affected properties. Standard notification fees apply.

## 10. Parking

Every attempt should be made by production to not interfere with normal activities of any neighborhood, such as solid waste collection, street sweeping, gardening, deliveries, or ingress/egress to public or private property.

### **Posted No Parking**

Posting must be completed by the applicant and approved by the City of Vernon. Fees will be imposed if Public Works Staff is required to correct postings.

Posting requests must be submitted on the permit application a minimum of 48 hours prior to first prep or film date. Production companies must comply with all Americans with Disabilities Act (ADA) requirements.

**11. Traffic Control**

**Driving Shots**

Driving shots may be conducted with Flow of Traffic or Intermittent Traffic Control (ITC). When driving with flow of traffic, all equipment must be mounted in a way so as to not interfere with adjacent lanes, other vehicles or pedestrians. Driving with flow of traffic is not rush hour restricted.

**ITC (Intermittent Traffic Control)**

ITC is allowed with the presence of at least two Vernon Police Officers. ITC is limited to two minutes at a time or at officer’s discretion.

ITC is rush hour restricted between the hours of 7:00 a.m. to 9:00 a.m. and 5:00 p.m. to 7:00 p.m. on the following streets:

Alcoa Ave	E. 52 <sup>nd</sup> Drive	Pennington Way
Ayers Ave	E. 52 <sup>nd</sup> Street	S. Alameda Street
Bandini Blvd	E. 55 <sup>th</sup> Street	S. Atlantic Blvd
Corona Ave	E. Slauson Ave	S. Bonnie Beach Pl
Cudahy Ave	E. Vernon Ave	S. Boyle Ave
District Blvd	E. Washington Blvd	S. Downey Road
E. 25 <sup>th</sup> Street	Exchange Ave	S. Indiana Street
E. 26 <sup>th</sup> Street	Fruitland Ave	S. Santa Fe Ave
E. 27 <sup>th</sup> Street	Gifford Avenue	S. Soto Street
E. 37 <sup>th</sup> Street	Leonis Blvd	Seville Ave
E. 38 <sup>th</sup> Street	Loma Vista Ave	
E. 46 <sup>th</sup> Street	Pacific Blvd	

**Lane/Street Closures**

Lane closures will be reviewed and approved by the Public Works Department.

The production company is to provide a Traffic Control Plan prepared by a registered Civil or Traffic Engineer, that conforms with the latest edition of the California Manual of Uniform Traffic Control Devices (CAMUTCD).

Traffic Control Plan shall be tailored to the particular film activities; however, the following conditions would apply to all Traffic Control Plans:

- A minimum of two Vernon Police Officers will be required for any closure
- No existing regulatory or warning signs can be covered without City approval

## **Driving/Walking Grids**

Driving and walking grids are allowed.

## **12. Animal Permits**

An animal permit is not required for filming with standard types of animals such as dogs, cats, or household birds. Conditions and additional restrictions may be added to the permit for exotic animals.

Filming with potentially dangerous animals requires the following conditions:

- The person responsible/caretaker for the animal must be present and available to tend to and control the animal at all times.
- Any additional decisions/precautions will be made on-site at the discretion of the Officers, whose consideration for public safety will, at all times, override any permissions allowed by the permit.

## **13. Aerial Activity**

Drone and helicopter (as well as other allowable) aerial activity must comply with all Federal Aviation Administration (FAA) regulations.

## **14. Gunfire and Special Effects**

Gunfire is generally allowed but each permit will be reviewed on a case by case basis and may require a larger notification radius.

Use of special effects will be reviewed by the Los Angeles County Fire Department.

## **15. Film Locations**

**City Facilities** – The following facilities are available for filming:

City Hall, 4305 Santa Fe Avenue (when City Hall is closed – Friday – Sunday)  
City Police Department Jail Facilities, 4305 Santa Fe Avenue (on a case by case basis)  
O.E. Clark Building, 2716 Leonis Boulevard  
Station A / Malburg Generating Station 4963 Soto Street  
Ybarra Substation / Pipe Yard, 4355 Downey Road  
Former Vernon Fire Station, 4530 Bandini Boulevard

**City Owned Housing** – The City of Vernon owns 18-single family homes on Furlong Place and Fruitland Avenue, in addition to an 8-unit apartment complex on E. 50<sup>th</sup> Street. Filming at these properties will require both City and tenant approval.

**City Parks** - There are no parks that fall within the City limits.

**Los Angeles River** – Use of the River must be approved by the Los Angeles County Flood Control District and U.S. Army Corps of Engineers. If production is contained only to the River and does not use any City owned property (including sidewalks and streets), Vernon approvals are not needed. Any use of City property (including sidewalks and streets) will require Vernon approvals and permit fees.

**Schools** – Use of Vernon City Elementary School must be authorized by the Los Angeles Unified School District.

#### **16. Clean-Up of Filming Location**

The applicant shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of filming to the satisfaction of the City. The applicant shall be responsible for restoring any area damaged or disrupted before leaving the site. If the site is not repaired or restored to the City's satisfaction, the City Administrator shall have the necessary restoration and/or repairs performed at the expense of the applicant.

#### **17. Violation of City Ordinance or Permit and Permit Revocation**

Violation of any provision of the City of Vernon Municipal Code, including Chapter 5.60 - Motion Picture, Television, Commercial, Digital Media, and Still Photography Production, the Conditions of Approval, the Film Permit Requirements and Administrative Procedures, or the Film Permit issued for the filming activity may result in the temporary suspension, or cancellation or revocation of the Film Permit.