



City of Torrance  
**FILM PERMIT APPLICATION**

Complete the first two pages of this form, print the entire form, sign and bring completed form to:  
 Jay Scharfman  
 City of Torrance City Manager's Office  
 3031 Torrance Blvd.  
 Torrance, CA 90503  
 310 618-2456

**1. CONTACT INFORMATION**

<b>APPLICANT CONTACT</b>			<b>PHONE</b>
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	
<b>PRODUCTION COMPANY</b>			<b>PHONE</b>
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	

**2. PROJECT INFORMATION**

<b>PROJECT TITLE</b>				
<b>PROJECT TYPE</b>	<b>TELEVISION</b>	<b>MOVIE</b>	<b>COMMERCIAL</b>	<b>VIDEO</b>
	<b>NONPROFIT</b>	<b>STUDENT FILM</b>	<b>STILL PHOTO</b>	<b>EDUCATION</b>
	<b>OTHER (PLEASE DESCRIBE)</b>			

**BRIEFLY DESCRIBE PLOT**

**IF YOU DO NOT WANT YOUR PROJECT INFORMATION POSTED TO THE PUBLIC, PLEASE INITIAL HERE:**

### 3. LOCATION ONE INFORMATION

LOCATION 1

DATE(S)

TIME(S)

NUMBER OF CAST & CREW

NUMBER AND TYPES OF VEHICLES

TYPES OF EQUIPMENT USED

**DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION**

*Include special effects (i.e. pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary.*

### 4. LOCATION TWO INFORMATION

LOCATION 2

DATE(S)

TIME(S)

NUMBER OF CAST & CREW

NUMBER AND TYPES OF VEHICLES

TYPES OF EQUIPMENT USED

**DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION**

*Include special effects (i.e. pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary.*

EACH OF THE FOLLOWING DEPARTMENTS IS REQUESTED TO INDICATE TERMS AND CONDITIONS THAT MUST BE MET BEFORE ANY FILMING PERMIT IS ISSUED.

5. POLICE DEPARTMENT CONDITIONS	

6. PRIVATE SECURITY INFORMATION			
WILL PRIVATE SECURITY BE USED?		Yes	No
NAME OF FIRM		CONTACT PERSON	
ADDRESS			
CITY		STATE	ZIP CODE
PHONE		LICENSE NUMBER	
NUMBER OF GUARDS AT EACH LOCATION		WILL SECURITY BE ARMED?	
LOCATION 1	LOCATION 2	YES	NO

Signature _____	Date _____
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7. ADDITIONAL POLICE CONDITIONS	
THE FOLLOWING CONDITIONS AND RULES APPLY:	
<ol style="list-style-type: none"> <li>1. THERE IS A MINIMUM 72 HOUR NOTICE REQUIRED FOR ANY CHANGES IN PERMIT CONDITIONS</li> <li>2. MINIMUM STAFFING IS 6 HOURS PER OFFICER SHIFT</li> <li>3. THERE WILL BE A NON-REFUNDABLE MINIMUM CHARGE OF 6 HOURS PER OFFICER SHIFT FOR CANCELLATIONS WITHIN 48 HOURS OF PERMIT START TIME</li> <li>4. OFFICER STAFFING MAY BE REQUIRED AT <u>ALL TIMES</u> WHILE PRODUCTION EQUIPMENT OR PERSONNEL ARE ON LOCATION AND ONLY WITHIN THE TIMES APPROVED ON THE PERMIT</li> <li>5. THE POLICE DEPARTMENT HAS THE RIGHT TO DENY A PERMIT REQUEST OR CANCEL A PERMIT WITHIN 48 HOURS OF THE PERMIT START TIME IN CASES OF UNEXPECTED STAFFING SHORTAGES OR CITY EMERGENCIES</li> </ol>	
I HAVE READ AND UNDERSTOOD THESE CONDITIONS	
SIGNED	DATE

**8. FIRE DEPARTMENT CONDITIONS**

CONDITIONS

SIGNED

DATE

**9. COMMUNITY DEVELOPMENT CONDITIONS**

CONDITIONS

SIGNED

DATE

**10. COMMUNITY SERVICES CONDITIONS**

CONDITIONS

SIGNED

DATE

**11. AIRPORT CONDITIONS**

CONDITIONS

SIGNED

DATE

**12. CITY MANAGER APPROVAL**

SIGNED

DATE

**13. FINANCE DEPARTMENT**

CONDITIONS MET AND FEES PAID

SIGNED

PERMIT NUMBER

DATE

**14. AGREEMENT**

I HEREBY CERTIFY THAT (1) I THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE; (2) I HAVE READ AND AGREE TO THE CITY OF TORRANCE FILMING POLICY; (3) I WILL ENSURE COMPLIANCE WITH THE CONDITIONS OF THE PERMIT, INCLUDING ANY ATTACHMENTS, AND OBTAIN APPROVAL FOR CHANGES IN THE ORIGINAL PERMIT; AND (4) FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN THE IMMEDIATE CANCELLATION OF THIS AGREEMENT.

NAME

TITLE

SIGNED

DATE

PRINT  
SAVE  
RESET

Instructions

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## FILM PERMIT INSTRUCTIONS

- STEP 1: Complete pages one and two of the Film Permit Application at the City of Torrance WEB page located at [www.torrrnet.com/10908.htm](http://www.torrrnet.com/10908.htm) or contact the Special Events & Filming Office (SEFO) at (310) 618-2456. Application can be filled out on-line and printed for submittal.
- STEP 2: Submit application with appropriate supporting documents to the Special Events and Filming Office (SEFO) by fax or in person. Fax to (310) 618-5891 Attn: Jay Scharfman. If the filming project has complicated elements, special effects, or use of public streets or facilities, the application must be submitted two (2) weeks prior to the requested filming date. All other permits require at least one week notice.
- STEP 3: The SEFO Manager will review the application and determine if it requires additional processing. If it does not, the application will be approved at that time and applicant will proceed to STEP 4. If the SEFO Manager determines that the application requires additional conditions, the applicant will be directed to proceed to STEP 5.
- STEP 4: Pay fee at Business License.
- STEP 5: Route application to the appropriate departments for approval. Applicants can choose to have the application processed by the Special Events and Film Office for a processing fee of \$35. If the application is processed by SEFO, the applicant still needs to come to the City to pay the appropriate fees and pick up their permit. Please visit the website or contact SEFO for more information.
- STEP 6: Pay fee at Business License.
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## INSURANCE REQUIREMENTS

- A. Filming applicant must provide, at its sole expense, the following insurance:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - a) Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
    - b) Property Damage of at least \$250,000 per occurrence; or
    - c) Combined single limits of at least \$1,000,000 per occurrence
  2. General Liability including coverage for premises, products and completed operations, independent contractors and vendors, personal injury and contractual obligations with combined single limits of at least \$1,000,000 per occurrence.
  3. Workers' Compensation with limits as required by the State of California and Employers liability with limits of at least \$1,000,000.

- B. The contractors insurance must be primary and non-contributory.

The City of Torrance, City Council, members of boards and commissions, every officer, agent, official, employee and volunteer must be named an additional insured under the automobile and general liability policies.

Each insurance policy must contain a provision that no termination, cancellation or change of coverage can be made without 30 days prior notice to the City.

The insurers must be admitted to do business in California and rated B+ or better in the most recent addition of the Best's Key Rating Guide and only if they are a financial class of VII or better.

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