



city of san luis obispo

Film Regulations

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FILMING REGULATIONS

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Introduction

The City of San Luis Obispo welcomes commercial filming activities to the community. This document highlights the process for any for-profit or charitable ventures to use public and private facilities within the City limits for television, motion picture or still photography. It is the City's desire to make the process for obtaining a film permit as smooth and simple as possible.

San Luis Obispo is an ideal location for filming opportunities. The pleasant climate, many historical buildings, attractive parks and plazas and its central location in San Luis Obispo County offers a multitude of ideas as a prospective filming location. The City works closely with the San Luis Obispo County Visitors and Convention Bureau and Film Commission in facilitating approvals and locations within the City. Production companies are encouraged to contact them first for information about locations, permits and production assistance.

The City has been the location for several motion pictures, including "My Blue Heaven" and "Murder by Numbers." Locations in and around San Luis Obispo are often found in commercial ads and publications such as Sunset Magazine, Ford, and Norm Thompson Outfitters.

Exceptions

The following activities are not required to have a film permit:

News Media: while in the course of photographing, filming or videotaping spontaneous, unplanned news events by reporters, photographers, or cameramen in the employ of a newspaper, news service, television station, or other similar entity and which are newsworthy and in the public's interest.

Private Video: filming or videotaping motion pictures solely for personal use.

Studio Filming: filming activities (motion or still photography) conducted at a studio.

Applications

An application for a film permit must be completed five (5) working days prior to the start of filming. Those filming ventures that require an encroachment approval requires five (5) working days notice; pyrotechnics, stunts, or other high risk activities must submit an application ten (10) working days prior to the start of filming. It is highly recommended that large filming activities submit an application as far in advance as possible to effectively coordinate efforts between City staff and the applicant. The City will expedite permit processing in as timely a manner as possible.

A non-refundable application fee must be paid when the application is filed. The Special Event Coordinator for the City of San Luis Obispo will handle all film permit applications in accordance with the Film Ordinance and Filming Regulations. An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the City of San Luis Obispo. The applicant must also obtain permission from all affected private and public property owners to string cable across sidewalks or from a portable generator to any service point.

The film application must include a contact person, address and telephone number, hours and dates of the activity, location(s) of the filming activity, nature of the filming activity, number of personnel to be used, use of animals, pyrotechnics, or other unusual or high risk activity, number and types of vehicles to be used, and use of any public right-of-way. A hold harmless and indemnification agreement must be signed by an authorized representative of the film company and submitted with the application.

Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location.

General liability insurance of no less than \$1,000,000 per occurrence is required of all applicants, when the application is approved by the City. A certificate of insurance and amendatory endorsement, naming the City of San Luis Obispo as an additional insured, must be submitted when the application is approved. Additional insurance requirements will be determined by the City's Risk Manager when pyrotechnics, stunts or other high risk activities or factors are involved.

City staff reserves the right to stop any film activity that has not complied with the requirements of the City's film ordinance. Law enforcement personnel may cite for violations of the film ordinance.

Additional fees and approvals may be required from the City, depending upon the nature of the filming activity taking place, such as approvals involving encroachment, noise variance, pyrotechnics, use of City facilities, etc.

Consultation with other City Departments

The Special Events Coordinator will coordinate with other City departments that are affected by the film permit request. Meetings with key staff members may be required to address public safety, traffic, fire or other important issues. All communication with City staff must go through the Special Events Coordinator unless otherwise directed.

Fees and Service Charges

A film permit application fee must be paid upon submittal of the request. Fees are set by resolution of the City Council. All commercial filming ventures will be required to reimburse the City for personnel services at the billable labor rate in accordance with Council-adopted resolution. Fees for use of a City park or building will be charged at the commercial rate. Fee schedules are included in the film application packet.

Should filming create a loss of parking revenue, the applicant will be billed for the loss of revenue.

Use of City equipment for filming purposes will be charged at a reasonable fee for wear and tear as determined by the City department that is affected by the use.

Refunds

In the event of inclement weather or some other cause beyond the control of the applicant, a written request for refund may be submitted to the Special Events Coordinator within ten days after the scheduled filming event was to occur. It will be the decision of the Parks and Recreation Director to determine if all charges or a prorated amount will be refunded. Charges incurred will be not be refunded. The application fee is non-refundable.

Indemnification Agreement

Prior to the issuance of a filming permit, the applicant must sign an agreement to reimburse the City of San Luis Obispo for any costs incurred in repairing damage to City property occurring in connection with the permitted filming activity caused by the actions of the applicant, the filming company, its officers, employees or agents or any person who was under the applicant's control insofar as permitted by law. The agreement shall also provide that the applicant shall defend, protect, indemnify and hold harmless the City, its officers, agents, and employees from, any liability to, or claims of liability. This indemnification agreement will be included as a part of the filming permit.

Insurance Requirements

If required by the City's Risk Manager, the applicant for a filming activity must submit a Certificate of Insurance and policy endorsement naming the City of San Luis Obispo as Additional Insured covering general liability and property damage in an amount to be determined by the Risk Manager, with a minimum of \$1,000,000 per occurrence for all covered losses. These forms must be submitted to the Special Events Coordinator prior to approval by the City. The insurance policy must be maintained for the duration of the filming activity and the insurance company must provide the City with thirty days written notice of cancellation of the policy.

Clean-Up

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 shooting at the scene and restored to the original condition before leaving the site. It is highly recommended that efforts to recycle aluminum and glass should be made.

Traffic Control

For filming that would impair traffic flow on public rights-of-way, an applicant must use San Luis Obispo Police Department personnel for traffic control, unless otherwise authorized by the Police Department, and comply with all traffic control requirements deemed necessary.

- a. For any street closure, a traffic plan must be developed and presented to the City for approval prior to permit issuance. Traffic plans are the responsibility of the applicant.
- b. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California Department of Transportation. All appropriate safety precautions must be taken.
- c. Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. Depending upon the filming location, the City will determine the period of time that traffic may be restricted.
- d. Traffic shall not be detoured across a double line without prior approval of the San Luis Obispo Police Department.
- e. Unless authorized by the City, the camera cars must be driven in the direction of traffic and must obey all traffic laws.
- f. Any emergency roadwork or construction by City crews and/or private contractors, under permit or contract to the City, shall have priority over filming activities.

Parking Regulations

When parking revenues are affected, an applicant may be billed according to the current rate schedule established by the City. In order to assure the safety of citizens in San Luis Obispo, parked vehicles or other easily movable obstruction must never block access roads that serve as emergency service roads. No relocation, alteration, or moving of structures on City property will be permitted without prior approval.

If the applicant must park equipment, trucks, and/or cars in zones that will not permit parking, the City must approve this use and the Applicant shall post temporary “No Parking” signs to prevent outside parties from parking in the filming area.

Safety Plan

The filming applicant may be required to submit a written safety plan prior to filming if the Risk Manager determines that unusual safety concerns may exist. Such plan must include solutions to the concerns identified by the City’s Risk Manager.

Fire Regulations

All appropriate State and City fire regulations must be followed during any filming activity.

A 20-foot fire lane must be maintained at all times to allow access for emergency vehicles. Filming activities that require street closures shall not affect key emergency vehicle routes.

Permission from the City's Fire Marshal must be obtained if pyrotechnics are to be used during filming. If needed, Fire Department personnel may be assigned to monitor certain aspects of the filming.

If a scene requires a fire or campfire in a City park, a gas jet must be used.

City Fire Department Personnel may be required on filming locations:

- In hazardous brush/grass areas during fire season, or
- When fire-related special effects may be used, or
- When fire/safety codes may be violated. The movie location shall be reviewed by fire department staff to determine if presence by City Fire Department Personnel is required.

If fire-related special effects or pyrotechnics are to be used, approval shall be obtained from the City Fire Department.

Encroachment Regulations

Public Works Department encroachment approval is required for any use in the public right-of-way. This approval would determine the need for any traffic plans, vehicle size and weight exceptions etc. This approval must be applied for 10 working days prior to filming. All related fees must be paid prior to the issuance of the encroachment approval.

All vehicles shall comply with the size and weight requirements established by the California Vehicle Code. Exceptions shall be reviewed on a case-by-case basis and shall comply with Chapter 10.80 of the City's Municipal Code for Oversized and Overweight Vehicles. Requests for exceptions must be made to the Public Works Department no later than 10 days prior to filming. If the Public Works Department allows the exception, approval must be forwarded to the Special Events Coordinator within 5 days before filming is to begin. The Police Department will require any vehicle that has not received an exception approval to be removed.

Compatibility with State and Federal Law and Constitutions

It is the intention of the City Council and the City of San Luis Obispo that these policies and procedures be interpreted in a manner compatible with the State of California Constitution and the United States Constitution and the laws of the State of California and the United States.

Checklist items for Film Permit Process: If checked, Applicant must have completed or approved before Film Permit will be granted.

Parks & Recreation:

- Film Application
- Park or Facility Use Permit
- _____

Risk Management:

- Certificate of Insurance and Endorsement, with required limits of _____
- Safety Plan Review

Public Works: Engineering

- Encroachment Permit
 - Use of Generators
 - Night time Noise/Use of Lights
 - Use of Water (storm drain issues)
- Traffic Plan Review
 - Street Closures
 - Traffic Lane Restrictions
- CalTrans Notification

Public Works: Maintenance Divisions

- Staff Resources needed
 - Streets
 - Parks

Public Works: Parking

- Parking Review

Police Department

- Traffic Plan Review
- Staff Resources needed

Fire Department

- Special Effects/Pyrotechnic Permit
- Staff Resources needed

Additional Requirements:

- Private Property Owner Notifications for use of City rights-of-way
- Use of Downtown area
 - Approval by Downtown Association
 - Approval by Chamber of Commerce
 - Approval by Old Mission Church (Mission Plaza use only)
- Applicant to notify all affected residents for staging
- _____
- _____
- _____