

# CITY OF PIEDMONT FILMING PERMIT

Welcome to Piedmont! The City of Piedmont has a permitting process for filming. Our process is modeled after the suggested format of the California Film Commission. Attached are the guidelines for filming as well as all applications necessary to apply for a permit.

The City of Piedmont would like to help in any way we can to accommodate your filming needs, but ask that you keep in mind that the City of Piedmont is primarily a residential community. **To ensure that our residents are given adequate notice of filming activity, there is a ten-day notification period associated with the request for a permit. *Applications must be submitted at least 5 business days in advance of the desired date of neighbor notification.***

The filming coordinator for the City of Piedmont can be reached by telephone at (510) 420-3050 or by mail at 120 Vista Avenue, Piedmont, CA 94611. Please do not hesitate to call if you have any questions regarding the filming permit process or the community.

Thank you for selecting our community. We look forward to working with you!

## FILMING PERMIT CHECKLIST

*Listed below are the items that must be submitted in order to obtain a Filming Permit*

- \_\_\_\_\_ Filming Permit Application and Fee (\$1,733 - still photography; \$2,110 - commercial video; \$2,624 - motion picture video) (includes \$28 records management fee)
- \_\_\_\_\_ City of Piedmont Business License Tax (\$500 per day + \$4 State Disability Access Programs Fee)
- \_\_\_\_\_ Copy of Insurance
- \_\_\_\_\_ Indemnification Agreement
- \_\_\_\_\_ Completed Neighborhood Notification Form and Affidavit of Service  
*(Please note: There is a ten-day notice period associated with filming permits)*
- \_\_\_\_\_ Special Use of Street Permit
- \_\_\_\_\_ Parking Plan

# CITY OF PIEDMONT FILMING PERMIT

Department of Public Works  
120 Vista Avenue  
Piedmont, CA 94611

Phone: 510-420-3050  
Fax: 510-658-3167

Name of Film/Project \_\_\_\_\_

Filming Location \_\_\_\_\_

Filming Date(s) \_\_\_\_\_

Alternate Filming Date(s) \_\_\_\_\_

Hours (time of arrival at site through departure) \_\_\_\_\_

Activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Number of Participants (cast and crew) \_\_\_\_\_

Please Indicate the Type and Number of Vehicles and Other Equipment

Number	Type of Vehicle	Approx. Length of Vehicle (ft)	Overnight Parking (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Request for Special Assistance

- Traffic Control
- Street Closure
- Emergency Services

Please indicate any other special assistance you may need \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT DATA

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Applicant \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
Mailing Address (if different from above) \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### Location Manager

*Please indicate the name of the person in charge of the location and responsible for applicant's and applicant's employees' conduct:*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### Emergency Notification

*Please indicate at least two persons to be contacted in the event of emergency situations which might alter the conditions of the film permit*

Name \_\_\_\_\_  
\*Address \_\_\_\_\_  
24-hour phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

*\*At least one contact person must be located within 25 miles of the City of Piedmont*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
24-hour phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

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## APPLICANT SIGNATURE

\_\_\_\_\_  
Signature of Applicant/  
\*Principal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Officer

\_\_\_\_\_  
Date

*\*If the applicant is a corporation, the application shall be signed by the two principal officers of the corporation.*

## PROPERTY OWNER

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*Please complete if the proposed filming or taping involves the use of private property*

Name of Property Owner \_\_\_\_\_

Property Owner's Address (if different from above): \_\_\_\_\_

Property Owner's Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

I grant permission to \_\_\_\_\_ to use my property located at \_\_\_\_\_, Piedmont, California for the purpose of filming or other activities as indicated on this permit.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## NON-PROFIT ORGANIZATION

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The proposed filming or videotaping for motion picture or television production is conducted by a nonprofit organization which qualifies under Section 501(c)(3) of the Internal Revenue Code or Section 23701 of the California Revenue and Taxation Code as a charitable organization, and no person, directly or indirectly, receives a profit from the marketing or production of the film or tape or from showing the film, tapes or photos.

*Please attach reasonable proof thereof.*

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SIGNATURE OF APPLICANT

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DATE

INDEMNIFICATION AGREEMENT

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This agreement is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the CITY OF PIEDMONT, (hereinafter referred to as ACITY@) and \_\_\_\_\_ (hereinafter referred to as AAPPLICANT@) in connection with the application by Applicant to City for the issuance of a filming permit.

As a condition to the issuance of such filming permit by City, Applicant agrees to defend, indemnify and hold the City harmless from and against any and all losses, liability, claims, action, causes of action, suits, judgments, settlements, costs or expenses (including but not limited to attorney fees as approved by a court, and responsible investigative, discovery, and court costs,) involving injuries to or death of any person, including injury to Applicant’s employees or damage to property, including but not limited to any property of permittee or City occurring on or about the filming area, and all claims which arise from or are connected with the negligent performance of or failure to perform work or other obligations of this agreement, or are caused by the negligent acts of the City, its Council Members, officers, agents, or employees, except such injury, death or damage as is caused by or arises out of or is in any way connected with the following: City’s sole negligence or willful misconduct, but not from City=s mere comparative or contributory negligence; and all expenses of investigating and defending against same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PIEDMONT**

Department of Public Works

120 Vista Avenue

Piedmont CA 94611

510/420-3050

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***NOTICE OF INTENT FOR FILMING***

The purpose of this form is to notify adjacent property owners of an application for a filming permit in the City of Piedmont.

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Filming Location: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Proposed Hours: \_\_\_\_\_

(includes arrival through departure)

Description of Proposed Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of This Notice: \_\_\_\_\_

Delivered By: \_\_\_\_\_ or mailed by \_\_\_\_\_

signature

signature

This notice will **not** be followed by a notice from the City. If you have any questions regarding the permit or this notice, please contact the City of Piedmont at 510-420-3050 between the hours of 8:30 am to noon and 1:00 pm to 5:00 pm, Monday through Friday, or by mail at Department of Public Works, City of Piedmont, 120 Vista Avenue, Piedmont CA 94611.

**For Staff Use Only**  
**Department Recommendations**

**Fire Department:**

**Public Works Department:**

**Police Department:**

**Finance Department:**

Cost for overtime personnel: \_\_\_\_\_

\_\_\_\_\_  
Filming Location

\_\_\_\_\_  
Date(s) of Filming



**For Staff Use Only**

ACTION OF THE CITY ADMINISTRATOR

APPLICATION IS HEREBY:        \_\_\_\_\_APPROVED  
   \_\_\_\_\_APPROVED WITH CONDITIONS NOTED  
   \_\_\_\_\_DENIED

SPECIAL CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Filming Location

\_\_\_\_\_  
Date(s) of Filming