

**ENTERTAINMENT INDUSTRY DEVELOPMENT CORPORATION  
(LOS ANGELES FILM OFFICE)  
7083 HOLLYWOOD BLVD., 5<sup>TH</sup> FLOOR  
LOS ANGELES, CA 90028  
(323)957-1000**

**INFORMATION FOR STUDENTS WISHING TO OBTAIN A FILMING PERMIT**

A film permit issued by the Entertainment Industry Development Corporation (EIDC) is required to legally film anywhere within the County and/or City of Los Angeles (except at a certified studio, sound stage or back lot). EIDC may waive the permit application fees and the County and/or City of Los Angeles may waive fees for the use of property, however, **charges for personnel or service required as part of the permit cannot be waived.**

In order to have the permit application and use fees waived, you must submit a letter, from an accredited American educational institution, on that institution's letterhead, indicating that you are currently enrolled and that the film is a student project. **The educational institution must indicate that they will either retain the rights to the project, or verify that the project will not be used for commercial purposes.** The letter must be signed by an instructor or other school official and it must be dated within the last 30 days. Additionally, we require that the original letter be submitted to our office.

In addition, You must submit a completed "Student Filming Permit Request." These forms are available at your Film Department Office or they can be obtained by calling EIDC at (323) 957-1000. The "Student Filming Permit Request" is the preferred method of applying for a permit. Other written requests may be accepted if they are legible and include the following information:

- 1) School name.
- 2) Your name, daytime phone number and/or pager number.
- 3) Names of the director, assistant director and production manager.
- 4) Title of project.
- 5) The street address (if filming on a street or sidewalk, give the bordering streets, i.e. Broadway between 1<sup>st</sup> St. and Temple St.), the dates of filming, the arrival and departure times, and a brief description of the action (i.e. interior dialogue, exterior dialogue, drive up, drive by, etc.) for each location.
- 6) Number of cast, crew and extras, if any.
- 7) Numbers and types of production vehicles that will be at the location, and the number of personal (cast and/or crew) vehicles.

The Fire Departments consider filming at some locations in the County and/or City to be especially hazardous and may require the assignment of a fire safety officer. Many student productions, because they usually result in minimal

impact on the surrounding area, can obtain a waiver of the fire safety officer requirement. You will be advised, by your permit coordinator, if you need to contact the Fire Department to request a waiver. In the event that you cannot obtain a fire safety officer waiver, you are responsible for reimbursing the County and/or City for the cost of providing the required officer. Currently, the reimbursement for County fire safety officers is \$80.84/hr., and reimbursement for City fire safety officers is \$55.00/hr. **The estimated cost for fire safety officers will be collected prior to EIDC processing the permit.**

If your filming will interfere with or require the control of traffic, you will be required to hire either County Sheriffs or off duty/retired Los Angeles City police officers to ensure public safety. Scenes that involve the discharge or display of firearms may also require a sheriff or police officer assignment. It is the responsibility of the permittee to arrange for the hiring of City off-duty/retired officers. Monitors may also be required when filming at County or City owned property. **County/City personnel will be assigned by EIDC and estimated reimbursement costs will be collected prior to permit processing.**

If you plan to film at a County and/or City facility or park, you must obtain the permission of the facility supervisor or park director. EIDC can provide the appropriate contacts for the various County and/or City facilities.

In addition, many areas within the County and/or City of Los Angeles have conditions for filming that require EIDC to notify surrounding residents/merchants/businesses of proposed location filming activities. **A minimal fee, to cover the cost of these services, will also be assessed and collected prior to permit processing.**

*Any permit fees incurred by a student must be paid up front (by cash, money order, certified check only) prior to the application being submitted to a coordinator.*

The school letter and "Student Filming Permit Request", or other appropriate written requests should be delivered to the Los Angeles Film Office at 7083 Hollywood Blvd., Suite **500 a minimum of 2 full working days prior to the first filming day.** Permits are usually available for pick up after 3:00 p.m. on the last working day prior to the first filming date.

If you have any questions, please call EIDC at (323) 957-1000 and ask to speak to a coordinator. We look forward to assisting you with your project.