If you are a student enrolled in an accredited film education program working on a project for class and wondering if you need a permit to film on-location, this guide is for you. As it turns out, your permit needs depend on your specific project and when and where you plan to film it. The information below provides you with a general overview of what to expect during your permitting process.

**Step-by-Step Overview to Obtaining a Permit**

**Step 1: Determine your project’s permit needs**
- Give a call to discuss your plans and eligibility as early as possible as well as visit our online student tutorial.
- Our staff can offer pre-production guidance on the steps you will need to take to apply for a film permit & in order to help avoid any unwelcome surprises.

**Step 2: Obtain required information from your school**
- **Student Certification Letter:** must be an original copy, on school letterhead, stating that school will retain rights to project or is not for commercial purposes, & must be signed & dated within 30 days of shoot.
- **Insurance:** if your school is not insuring your project, you must obtain and file independently (see FilmL.A. website or call us for information on insurance requirements).

**Step 3: Book an appointment**
- Call us to set up an appointment for at our office.
- Appointments must be scheduled before 5 p.m. with at least 72 business hours prior to 1st shoot date.
- **Student applications are not currently accepted online, via email, or by fax.**

**Step 4: Apply for your permit & consult with your Coordinator**
- Obtain & complete a Permit Application from your school or our website before you arrive to avoid delays during your consultation.
- Be prepared to spend about 30 minutes reviewing your application with a FilmL.A. coordinator.
- During the review, we will verify your eligibility, discuss your locations, & provide you with an initial estimate of permit fees, including the likelihood of being assigned City/County personnel or safety officers (based on activity & locations).
- All fees assessed during permitting are due when you pick-up your permit.

**Step 5: Conduct community outreach**
- Your coordinator’s responsibility is to create a permit that addresses community concerns while securing official permissions from local authorities.
- Be prepared to conduct notification of filming to the community for your activity as well as fulfill other requirements (such as a community survey) as a condition of permit release (determined on a case-by-case basis).

**Step 6: Settle your bill & pick up your permit**
- Your production coordinator will contact you when your permit is ready for pick-up (typically a business days).
- **You will not be allowed to begin filming until you pay for & collect your final film permit.**
- Accepted payment methods: cash, cashier’s check, & money order (credit/debit & personal checks not accepted).

For more info, check out the "For Students " Process Guide (under For Filmmakers section) on our website at: www.filmla.com.
### Additional Resources

#### Areas Served

*In addition to coordinating filming in all areas under the jurisdiction of L.A. City and L.A. County, FilmL.A. also covers many other nearby areas. Contact us if you are planning to or thinking about filming at any of these locations:*

- Angeles National Forest
- Burbank Unified School District
- City of Diamond Bar
- City of Industry
- City of La Habra Heights
- City of Lancaster
- City of Palmdale
- City of South Gate
- City of Vernon
- City of Lancaster
- Glendale Unified School District
- La Cañada Unified School District
- Lawndale Unified School District
- Los Angeles Unified School District
- Norwalk-La Mirada School District
- San Gabriel Unified School District

#### Jurisdictions Not Served by FilmL.A.

FilmL.A. does not coordinate permits for filming at certified studios or for on-location filming in these neighboring municipalities (contact individual offices for more on their permitting procedures):

- **Agoura Hills** (818) 597-7313  
- **Beverly Hills** (310) 285-2408  
- **Burbank** (818) 238-3105  
- **Calabasas** (805) 495-7521  
- **Compton** (310) 605-5594  
- **Culver City** (310) 253-6216  
- **Glendale** (818) 550-7376  
- **La Cañada** (818) 790-8880  
- **Long Beach** (562) 570-5333  
- **Lynwood** jcolin@ci.lynwood.ca.us  
- **Malibu** (805) 495-7521  
- **Pasadena** (626) 744-3964  
- **Santa Monica** (310) 458-8737  
- **Torrance** (310) 618-5828

If you are unclear regarding the jurisdiction of your locations, please refer to the Thomas Bros. Guide (yellow areas = L.A. County; white areas = L.A. City). Visit our website and visit the For Filmmakers section to check **Special Condition Areas**.

#### Frequent Contacts

*In the course of obtaining your permit, you may be required to contact other entities other than FilmL.A., such as:*

- **California Film Commission** *(State film office, State property)*  
  323.860.2960 / www.film.ca.gov

- **L.A. City Fire Dept. Churches & Schools Unit** *(for walk-throughs)*  
  213.978.3613 / 213.978.3675

- **City Parks Office** *(L.A. City Park locations)*  
  323.644.6220

- **MPI** *(Beach Parking lots)*  
  213.482.8400

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**Typical Fees for Students**  
*(Fees are assessed on a case-by-case.)*

- Application (type1) $25  
- Application (type 2) $90  
- Notification Fees $55*  
- Posted No-Parking Signs $69/side of block  
- FilmL.A. Monitor $30/hr  
- Park Monitor $38/hr  
- UFSO $64/hr  

*Unless extended radius.

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**FOR MORE INFORMATION, VISIT WWW.FILMLA.COM**

1201 W. 5th Street, Suite T-800  Los Angeles, CA 90017  Phone: 213.977.8600  Fax: 213.977.8601  E-mail: info@filmla.com  Business hours: M-F 8a.m.–6p.m.

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