

Pasadena Still Photography Guidelines 08/07

Following are basic guidelines pertaining to Still Photography for commercial purposes. Exemptions or additional restrictions may apply based on specific permit application times, dates, locations and activities. Please review the entire permit application online at www.filmpasadena.com for complete filming regulations.

A film permit is required for all still or motion photography for commercial purposes. The application may be downloaded at filmpasadena.com and faxed to the Film Office at 626-744-4785. Call to confirm receipt at 626-744-3964. A filming coordinator will review the application and respond with specific requirements. A copy of the film permit must be on set at all times, with the exception of prep and strike. Prep and strike must be indicated on the permit application. The Film Liaison may waive or impose any special restrictions or conditions based on potential impact to the surrounding neighborhood.

Insurance must be on file naming the City of Pasadena as an additional insured. Workers Comp is required unless the photographer has no salaried employees, in which case the photographer may sign a Workers Comp waiver.

Please consult page 3 of the film permit application for our current fees.

Standard filming hours are 7am to 7pm. Filming outside these hours may require signatures. Signatures may also be required for parking. Speak to the Film Office regarding specific locations.

A "Permission to Use Property for Filming" form is required for filming on private property. Signatures are not required from property owners or tenants for still photos taken on city property, including most sidewalks; however, photographers are required to introduce themselves to any property owner or tenant affected by filming activity and obtain verbal or written approval to shoot, park or stage equipment or personnel in front of their property. If the property owner or tenant objects, the still photographer must relocate their activities to another location immediately or face a fine and revocation of their filming permit.

Private parking of large vehicles is encouraged. A parking plan is required for any production vehicles parked on City streets. Large vehicles such as motorhomes can only be parked on the street in front of a residence or business with approval (written or verbal) of the property owner, manager or tenant. All personal and production vehicles must be legally parked at all times. Meter fees may be required to be paid in advance on with film permit fees. No more than four personal vehicles may park on City streets, additional vehicles park off-site and personnel be shuttled to the location.

Any still photography on City property may require Police staffing. Depending on the location, a plot plan may be required indicating camera placement, parking, etc. Pedestrian access must be maintained at all times. Still photographers, talent, vehicles and equipment may not block sidewalks, streets or alleys access unless indicated on the permit application. This may require sidewalk/street/alley closure which must be approved by Police, Fire and DOT and may require Police and/or Fire staffing.