



**CITY OF HAWTHORNE**  
**4455 W. 126<sup>TH</sup> St., Hawthorne, CA 90250**  
**310-349-2935**

(Revised 02/20/2020)

## **FILM PERMIT APPLICATION REQUIREMENTS**

A **complete** film permit application and **all** applicable attachments\*\* shall be submitted, to the Business License division, a **minimum of ten full city-working days** (between Monday – Thursday only, 7:30 a.m – 3:30 p.m) **prior** to filming activity (prep included).

**Applications are to be submitted in person along with an application fee. Applications will not be accepted via email.** Incomplete application packets are **not** accepted and **will be denied**. Please review the required documents list provided below. If an application is denied, it must be re-submitted in full and accompanied by a payment for the application fee. All filming inquiries may be sent via email to [permit@cityofhawthorne.org](mailto:permit@cityofhawthorne.org).

Film permit applications that the city, in its discretion, accepts less than three working days prior to filming activity (prep included), shall be assessed an urgency fee (per department). All applications are subject to approval and urgency fees do not guarantee that a permit application request is going to be approved. Please note that additional fees may apply.

**Cancellation policy:** Must be done directly with the Licensing Office, via email to [permit@cityofhawthorne.org](mailto:permit@cityofhawthorne.org), a minimum of 2 city-working days advanced notice is required (must be submitted between Monday – Thursday between 7:30 a.m. – 5:30 p.m.)

Permit changes: May only be requested directly with the Licensing Office via email to [permit@cityofhawthorne.org](mailto:permit@cityofhawthorne.org). All change requests are subject to approval and may have additional requirements and/or fees.

### **\*\*REQUIRED DOCUMENTS AT TIME OF APPLICATION FILING\*\***

**NOTE:** Please verify that all required items are submitted/addressed within the application packet, or it will be denied/not accepted. If an application is deemed incomplete, it must be re-submitted with all requirements fulfilled. **APPLICATIONS MAY NOT BE SUBMITTED IN PARTS.**

- Fillable Application** (for first submission and any subsequent submitted revisions)
- To Scale Plan(s)/Diagram(s).** A to scale plan/diagram, per location (in-city off-site parking included), is required for all filming activities that require parking or occupancy of any vehicle, equipment or person associated with the filming activity on the public right-of-way.
  - Traffic control plan with Engineer stamp and signature
  - ITC/IPC requests required details: how often, duration of each increment, and time frame of occurrence
  - Traffic control plan with Engineer stamp and signature
  - Location for “no parking request(s)”
    - Copy of proposed sign to be posted for “no parking”, showing full date(s) and time(s) (**NOT** permitted at closed RFK Hospital)
    - If approved, it must be posted a minimum of 72 hours prior to any filming activity (prep/film/strike)
  - Street closure(s)
    - copy of contract for hire for approved barricade company
    - copy of current City of Hawthorne business license for hired company
  - Parking location(s)
    - copy of signed property owner parking agreement & to scale diagram (for in-city off-site(s))
  - Equipment location(s), including lifts, cranes, lights (no lights may be facing the Hawthorne Airport runway)
  - Lifts/Cranes/Drones: locations/maximum height
    - **Required:** An approved Obstruction Evaluation Form 7460, due to proximity to the Airport (<https://oaaaa.faa.gov/oaaaa/external/portal.jsp>)
    - Please refer to Crane procedure
    - Please refer to Drone procedure

**Permission to Use Property Form(s).** A permission to use property form is required for all filming activities on privately owned property, including off-site in-city parking location(s). A signed form provided by the business license division shall accompany film permit.

- Physical location(s):
- Parking location(s)/lot(s):
- Street closures require 90% - 100% of written consent (copy of notification letter required)

**Copy of proposed Signature Form.** A form containing signatures evidencing approval of the filming of a minimum of fifty-one percent of all residents and business owners within a minimum of a fifty-foot radius from the exterior boundaries of the film location, unless the business license division finds that properties outside this radius will be impacted by the filming activity, in which case the business license division shall require signatures from fifty-one percent of all residents and business owners within the specific area to be impacted. For multiple unit dwellings or office buildings, proof of notification to the apartment or condominium or building manager shall be deemed sufficient. **Must disclose all filming activity (including, but not limited to prep/film/strike) mentioned on application.**

- Loc.#1
- Loc.#2
- Loc.#3
- Loc.#4

**Completed Signatures**

- **For use of closed RFK Hospital location, please refer to included diagram.**

- Signatures must be obtained by all businesses and or residents within a minimum of a fifty-foot radius, for any location, associated to the film permit request (includes off-site in-city parking locations).

- Loc.#1
- Loc.#2
- Loc.#3
- Loc.#4

**Copy of proposed Notification Letter.**

A copy of a notification letter to be delivered to all properties within a half-block or two hundred-foot radius, whichever is greater, of the any location, associated to the filming (includes off-site in-city parking locations), and delivered a minimum of 72 hours prior to any film activity (prep included). The letter shall be typed as per instructions promulgated by the business license division. **Must disclose all filming activity (including, but not limited to prep/film/strike) mentioned on application.**

- Loc.#1
- Loc.#2
- Loc.#3
- Loc.#4

**Student or Nonprofit Certification.** A letter from the applicable educational institution or proof of nonprofit status shall accompany the film permit application for those film projects requesting exemption from the film permit fee, and the still photography fee. (ie: principal, dean, dept. chair)

**Certificate of Insurance**

**Additional Insurance Endorsement** naming the City, its elected or appointed officers, officials, employees, and agents are to be covered as additional insured. (please see sample provided)

**Issued Fire Permit:** Los Angeles County Fire Department, contact (818) 364-8240

**Copy Business License:** All commercial locations and some residential apartment buildings are required to maintain a current City of Hawthorne business license – this may be verified directly with the Licensing Department

- copy of business license for commercial property owner(s)
- copy of business license for hired business(es)/contractor(s)
- copy of business license for in-city parking lot locations

**Payment for Fees:** Film permit fees TBD, billed and paid upon review of a complete application packet. An application fee is due for first submission and any subsequent submitted revisions.

**A Hold Harmless Agreement.** (Enclosed within film permit contract upon issuance of permit)

## **Follow the Standard Procedures below before using cranes**

Before operating a crane near the Airport you are required to file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) with the FAA. You can file the notice either electronically via the website below or manually with the FAA.

- 1) You can contact Ms. Karen McDonald (424) 405-7643 of the FAA for an Aeronautical Study/Crane Permit or go to their website: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>
- 2) You will need to e-mail a copy of the approved study/crane permit to our office. You will need to write the Address, Date, and Time that the Crane will be lifted on the permit. The approved permit will have an Aeronautical Study # such as 2016-AWP-5367-OE.
- 3) You also need to call our Airport office at (310) 349-1637 at least 3 business days prior to the temporary structure being erected and again when the structure is removed from the site.
- 4) Please make sure to call the Air Traffic Control Tower at (310) 675-1010 at least 3 business days prior to the temporary structure being erected and again when the structure is removed from the site as instructed by the FAA.

## **Follow the Standard Procedures below before using drones for exterior filming activity.**

The FAA states that to fly for hobby or recreational use only you must follow the Special Rule for Model Aircraft (Section 336).

However, the FAA indicates that to fly for recreational OR **commercial use** you must follow the FAA's Small UAS Rule (Part 107).

Make sure that you obtain any applicable and required certifications, waivers, and/or authorizations from the FAA.

Keep in mind that **operational waivers are different from airspace authorizations.**

You can see a video on **waivers** at <https://www.faa.gov/tv/?tag=drones> by typing waiver on the search bar.

The FAA website states that "Under the FAA's Part 107 small drone rule, operators must secure approval from the agency to operate in any airspace controlled by an air traffic facility."

UAS Facility Maps show the maximum altitudes around airports where the FAA may authorize part 107 UAS operations without additional safety analysis. The maps should be used to inform requests for part 107 airspace authorizations and waivers in controlled airspace. You can see the UAS Facility Maps at [https://www.faa.gov/uas/commercial\\_operators/uas\\_facility\\_maps/](https://www.faa.gov/uas/commercial_operators/uas_facility_maps/).

**NOTE:** These maps DO NOT authorize operations in these areas at the depicted altitudes – they are for informational purposes ONLY.

Operators must still apply to operate in controlled airspace (Class B, C, D, or surface area E) by completing a Part 107 **Airspace Authorization** or **Waiver Application** in the FAA DroneZone. The FAA DroneZone can be found at <https://faadronezone.faa.gov/#/>.

You can also contact the Los Angeles FSDO (Flight Standards District Office) at (424) 405-7870.

After receiving any required approval from the FAA, you need to contact both our Airport office at (310) 349-1637 and the Air Traffic Control Tower at (310) 675-1010 to notify us and discuss your FAA approved operations.

Our goal is for both the Airport and the Air Traffic Control Tower to assist you in safely conducting flight operations.

Getting Started:

[https://www.faa.gov/uas/getting\\_started/](https://www.faa.gov/uas/getting_started/)

Frequently asked questions:

<https://www.faa.gov/uas/faqs/>

Fly under the Special Rule for Model Aircraft (Section 336)

[https://www.faa.gov/uas/recreational\\_fliers/](https://www.faa.gov/uas/recreational_fliers/)

Fly under the FAA's Small UAS Rule (Part 107)

[https://www.faa.gov/uas/commercial\\_operators/](https://www.faa.gov/uas/commercial_operators/)

For further information you can contact the FAA at the website or phone number below.

**Who do I contact if my question isn't answered on the UAS website?**

We encourage you to first read all of the information on the website and browse our Frequently Asked Questions. If you still have questions or concerns, you may contact the FAA's UAS Integration Office via [uashelp@faa.gov](mailto:uashelp@faa.gov) or by calling 844-FLY-MY-UA.

You can call the Airport if you have any other questions.

Hawthorne Municipal Airport: Administration Office

Office: (310) 349-1637

Fax: (310) 978-9144

E-mail: [djakubowski@cityofhawthorne.org](mailto:djakubowski@cityofhawthorne.org)

# Attachment 1

City of Hawthorne  
City Attorney's Office

## City of Hawthorne Insurance Requirements

### REQUIRED INSURANCE COVERAGES

The consultant shall obtain and maintain at its expense, until completion of performance and acceptance by City, the following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESLI) and having a rating of or equivalent to A:VIII by A.M. Best Company.

#### **a. Commercial General Liability**

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc.(ISO) form CG 00 01 11 85 or 11 88) in an amount not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad form contractual liability, and cross liability protection. The "City of Hawthorne, its officials, employees, and agents" must be separately endorsed to the policy as additional insured's on an endorsement equivalent to the Insurance Services Office, Inc. (ISO) forms CG20 10 11 85 of CG 20 26 11 85.

#### **b. Automobile Liability**

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the consultant, the consultant should provide you with a written request for a waiver of this requirement.

#### **c. Worker's Compensation and Employer's Liability**

Worker's Compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident.

### REQUIRED INSURANCE DOCUMENTATION

#### **a. Certificate of Insurance**

The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Hawthorne", and the Certificate Holder's address must be the address of your Department.

#### **b. Endorsements**

In addition to the Certificate of Insurance, the consultant must provide the following endorsements:

- 1) **Additional Insured endorsement to the general liability policy.** The "City, its elected or appointed officers, officials, employees, agents are to be covered as additional insureds." must be endorsed to the consultant's general liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.
- 2) **Cancellation notice endorsements.** Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the city with thirty (30) days prior written notice of cancellation ten (10) days for cancellation due to nonpayment of premium is acceptable.
- 3) **Primary and noncontributory coverage endorsements.** The general liability and professional liability policies must be endorsed to provide that each policy shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s)**

CITY OF HAWTHORNE

BUSINESS LICENSE DIVISION

4455 W 126TH STREET

HAWTHORNE, CA 90250

The City, its elected or appointed officers, officials, employees, agents are to be covered as additional insureds.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



## HAWTHORNE AIRPORT RESTRICTIONS AND GUIDELINES

- A minimum of one (1) airport staff or designated monitor is required at ALL TIMES while any cast/crew are on the airport property.
- **NO pedestrians or vehicles on the taxiways or runways at any time**
- No aircraft stopping on runway or taxiway at any time
- No blocking service roads at any time. Airport vehicle traffic must not be interrupted at any time.
- Cranes, Concord lights / light towers shall have a maximum height of 13 FT, or not higher than adjacent structure, (whichever is shorter) and must stay in close proximity to adjacent structure.
- Any lights on crane/light towers must not beam toward the landing approaches or to the runway.
- Cranes must have obstruction lights and flags at all times.
- Vehicles must always give the right of way to aircraft.
- All traffic, vehicles and pedestrians, must be escorted from/to the access gate.
- No jets taking off or engine running after 10:00 pm.
- Noise should be minimized to the maximum possible extent, and should be discussed with Airport Manager in advance.
- Use of prop weapons is evaluated on a case-by-case basis, simulated gunfire is limited to ¼ load rounds only.
- Precision/stunt driving is not allowed.

The following conditions apply if the air traffic control tower needs to be lighted as a filming back ground:

- Add the lighting of the tower to the application for your film permit
- Lights shall be no further than 5 feet from the base of tower.
- Lights shall not be taller than 3 feet.

- Intensity of lighting shall not be strong enough to interfere with the airport beacon located on top of the tower
- Power shall be provided by a source other than onsite power
- No lighting of the tower before 10:00 pm is allowed

**Please note: These restrictions are not all inclusive. Each project will be evaluated on a case-by-case basis by the Hawthorne Airport Manager.**

**Follow the Standard Procedures below before using cranes near the Airport.**

1) You can contact Ms. Karen McDonald (424) 405-7643 of the FAA for an Aeronautical Study/Crane Permit or go to their website:

<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

2) You will need to e-mail a copy of the approved study/crane permit to our office. You will need to write the Address, Date, and Time that the Crane will be lifted on the permit. The approved permit will have an Aeronautical Study # such as 2016-AWP-5367-OE.

3) You also need to call our Airport office at (310) 349-1637 at least 3 business days prior to the temporary structure being erected and again when the structure is removed from the site.

4) Please make sure to call the Air Traffic Control Tower at (310) 675-1010 at least 3 business days prior to the temporary structure being erected and again when the structure is removed from the site as instructed by the FAA.

You can call the Airport if you have any other questions.

Hawthorne Municipal Airport

Administration Office

Office: (310) 349-1637

Fax: (310) 978-9144



## **Additional Requirements for Events at the Hawthorne Airport**

- 1) We need a detailed plot plan indicating where any vehicles and equipment will be located. The plot plan is also needed to determine how vehicle traffic will be controlled. All vehicles must be escorted at all times from each gate to the film site and from the film site back to the gate.
- 2) The plot plan also needs to show where any temporary fencing will be placed. The fencing is needed to keep pedestrians and vehicles away from the service road, taxiway, and runway. We need to review the plan before issuing approval.
- 2A) The event organizer must declare if they are requesting the use of cones instead of a temporary fence due to filming. If the request is approved, the event organizer must provide and set up the number of cones as instructed by Airport staff on the first day of prep before any vehicle or pedestrian traffic inside the Airport.
- 3) One (1) Airport Staff at \$ 80.00 per hour for each hour of the event.
- 4) Vehicle Fee is \$ 150.00 per day of filming.
- 5) All rules in the "Restrictions and Guidelines / Hawthorne Airport Requirements" document must be followed at all times.
- 6) If applicable, we need the Aircraft registration number and a detailed description of how it will be used. We need contact information for who will operate the aircraft. The pilot/operator must coordinate all activities with the Tower.
- 7) All vehicles and pedestrians must be escorted from/to the access gate.
- 8) No pedestrians or vehicles on the taxiways or runways at any time.
- 9) No pedestrians or vehicles blocking the service road at any time.
- 10) All cranes or lights or light towers shall have a maximum height of 13 feet.
- 11) Lights on cranes or light towers must not beam toward the landing approaches or to the runway.
- 12) Noise must be minimized to the maximum possible extent.
- 13) Arrangements must be made with the trash disposal company to have adequate bins to contain all trash generated during the setup, event/film day(s), and breakdown of the event. In addition, the bins must not overflow and create a FOD hazard at the Airport. Therefore, arrangements must also be made ahead of time to empty the bins before they overflow.

## Hawthorne Municipal Code

### Chapter 5.96 FILMING [5.96.010](#) [Permit required.](#)

No person shall film, as defined in this title, on public or private property or airspace within the boundaries of the city, without first applying for and receiving a permit to film as set forth in this chapter. A permit issued under this chapter shall satisfy the license requirements of Title 5 of this code. (Ord. 1659 § 2, 1999.)

#### [5.96.20](#) [Exceptions.](#)

A. The provisions of this chapter shall not apply to noncommercial still photography, or filming or videotaping which is solely for private or family use.

B. The provisions of this chapter shall not apply to film production occurring solely on the premises of a properly permitted motion picture or television studio.

C. The provisions of this chapter shall not apply to reporters, photographers or cameramen in the employ of a newspaper, news service, radio or television broadcasting station or similar entity, engaged in on the spot broadcasting, reporting or photographing of news events of general public interest.

D. If any of the activities exempted from this provision result in adverse impacts on adjacent properties from, but not limited to, the use of explosions, firearms, bull horns, pyrotechnics, car chases, sirens, lighting apparatuses, filming between the hours of ten p.m. to seven a.m., obstruction or disruption of public access and assembly, they may be abated by the city manager or by his or her designee. (Ord. 1659 § 2, 1999.)

#### [5.96.30](#) [Permit application.](#)

A. Applications for filming will be processed through the business license division of the city. A complete film permit application and all applicable attachments shall be submitted to the business license division ten working days prior to filming. The city may, in its discretion, accept any film permit application that is submitted less than ten working days prior to filming where the business license division finds that the provisions of this chapter will be complied with. Film permit applications that the city, in its discretion, accepts less than three working days prior to filming, shall be assessed an urgency fee as shall be adopted by resolution passed by the city council.

B. The film permit application shall contain the following information:

1. The name, address, and telephone number of the company, group, or person wishing to film;
2. The name, address and twenty-four-hour emergency telephone number of person who will be on the film site and in charge of the filming activity and responsible for its conduct;
3. The address and location where the filming is to be conducted;
4. The type of property to be used for filming;
5. The date that the filming will begin and the date that it will end, and the time the filming will begin and the time the filming will end;
6. The catering arrangements, if any;
7. The number of persons, including cast and crew members, who will engage in filming;
8. The number of vehicles that will be involved in filming, the number of parking spaces needed, the names of the streets to be used, and the names of the streets to be posted;
9. A brief description of the film production and a description of any special effects or noise sources;

10. A list of special requirements, if any;

11. Any other information that the business license division shall reasonably require to effect the provisions of this chapter.

C. The following documents shall be attached, as herein set forth, to the film permit application, on the forms provided by the business license division, and shall be on file with the business license division prior to the commencement of filming:

1. A Scaled Plan. A scaled plan is required for all filming activities that require parking or occupancy of any vehicle, equipment or person associated with the filming activity on the public right-of-way.

2. A Permission to Use Property Form. A permission to use property form is required for all filming activities on privately owned property. A signed form provided by the business license division shall accompany film permit.

3. A Signature Form. A form containing signatures evidencing approval of the filming of fifty-one percent of all residents and business owners within a minimum of a fifty-foot radius from the exterior boundaries of the film location, unless the business license division finds that properties outside this radius will be impacted by the filming activity, in which case the business license division shall require signatures from fifty-one percent of all residents and business owners within the specific area to be impacted.

4. A Notification Letter. A copy of a notification letter to be delivered to all properties within a half-block or two hundred-foot radius, whichever is greater, of the film location. The letter shall be typed as per instructions promulgated by the business license division.

5. Student or Nonprofit Certification. A letter from the applicable educational institution or proof of nonprofit status shall accompany the film permit application for those film projects requesting exemption from the film permit fee, and the still photography fee.

6. A Certificate of Insurance Form. This form shall state the liability amounts as set forth in this chapter.

7. A Hold Harmless Agreement. A hold harmless agreement as set forth in this chapter. (Ord. 1659 § 2, 1999.)

#### **5.96.040 Permit fees.**

Fees for film permits shall be adopted by resolution passed by the city council. (Ord. 1659 § 2, 1999.)

#### **5.96.050 Exemptions from permit fees.**

Student and nonprofit films, as defined in this title, are exempt from the film permit fee, and the still photography fee that shall be adopted by resolution of the city council, provided that all provisions of this title

complied with. Student and nonprofit films shall pay a reduced application fee that shall be adopted by resolution of the city council. (Ord. 1659 § 2, 1999.)

#### **5.96.060 Issuance of permit.**

The business license division shall issue a permit under this chapter when the following findings can be made by the designated permit administrator:

- A. All conditions and provisions of this title, and all other applicable laws and ordinances are complied with;
- B. The conduct of the filming activity will not unduly interfere with traffic or pedestrian movement, or tend to interfere or endanger the public peace or rights of nearby residents to the quiet, peaceable and unmolested enjoyment of their property, or otherwise to be detrimental to the public peace, health, safety or general welfare;
- C. The conduct of such activity will not unduly interfere with normal governmental or city operations, result in damage or detriment to public property, or result in the city incurring costs or expenditures in either money or personnel not reimbursed in advance by applicant;
- D. The conduct of such activity will not constitute a fire hazard and all proper safety precautions will be taken;
- E. The conduct of such activity will not require the diversion of such large numbers of police officers to properly police the activity so as to interfere with the normal level of police protection in all areas of the city. (Ord. 1659 § 2, 1999.)

#### **5.96.70 Conditions and requirements for issuance of a film permit.**

The city reserves the right to revoke film permits and filming privileges if the provisions of this chapter, or any other applicable laws or ordinances are violated. The city reserves the right to revoke filming privileges if circumstances arise during the course of shooting which are, in the city's opinion, deleterious to the rights of its residents or businesses or are in anyway too dangerous to the health, safety or welfare of the community. The police department, code enforcement officers, or the city manager or the city manager's designated representative will suspend any filming operation not authorized by permit or when permit conditions, or any other applicable laws or ordinances, are violated. The business license division shall have authority to impose conditions on any film permit pursuant to Section 5.12.030 of this title. The following provisions apply to those persons filming within the city:

- A. All applicable federal, state, county and local laws and ordinances shall be obeyed by the cast and crew of the film company and by any independent contractors retained by the film company.
- B. All persons filming shall at all times during filming maintain liability insurance, which designates the city as beneficiary, in the amounts of one million dollars general liability, one million dollars automobile coverage, and shall maintain the federal and California statutory limits for worker's compensation insurance.
- C. A signed and written agreement shall be executed by the film permittee whereby the permittee guarantees to indemnify the city and hold the city harmless against any claims, liability or judgments arising out of the permittee's activities.
- D. A letter from an educational institution or proof of nonprofit status shall be submitted for those projects that claim fee exemption or reduction as student or nonprofit films.

E. The film permittee shall obtain the approval of fifty-one percent of all residents and businesses within a minimum of a fifty-foot radius from the exterior boundaries of the film location, unless the business license division finds that properties outside this radius will be impacted by the filming activity, in which case the business license division shall require approval from fifty-one percent of all residents and businesses within the specific area to be impacted.

F. A notice of intent to film shall be delivered by the applicant to all affected properties within a one-half block or two hundred-foot radius, whichever is greater, of every filming site not less than seventy-two hours prior to the arrival of the production company equipment. This notice requirement may be reduced to twenty-four hours for small, one-day shoots upon a finding by the business license division or designated permit administrator that the filming will have an insignificant impact on residents and businesses. The notice shall contain the name of the production company and production manager's and/or location manager's phone number. Proof of the noticing shall be submitted to the business license division prior to receiving approval to shoot. For multiple unit dwellings or office buildings, proof of notification to the apartment or condominium or building manager shall be deemed sufficient.

G. Pedestrian and vehicular access to homes and businesses may not be blocked without the prior written consent of the parties being impacted. Proof of the consent shall be submitted to the licensing division prior to receiving approval to shoot. Caterers shall not be permitted to provide catering services on any public right-of-way, unless the business license division, designated permit administrator, code enforcement officers, or Hawthorne police officers find that pedestrian and vehicular access and circulation to homes and businesses will not be affected.

H. No filming may take place on public property without the presence of at least two police officers of the Hawthorne police department. The business license division, in consultation with the chief of police or designee, shall have the authority to require that more than two police officers be present where a finding is made that a greater number of police officers are necessary to effect the provisions and goals of this chapter. No filming may take place on private property without the presence of at least one police officer of the Hawthorne police department. The business license division, in consultation with the chief of police or designee, shall have the authority to require that more than one police officer be present where a finding is made that a greater number of police officers are necessary to effect the provisions and goals of this chapter. The business license division, in consultation with the chief of police or designee, shall also have the authority to require additional security personnel approved by the Hawthorne police department, to work alongside and under the supervision of the police officer assigned to the film permit location.

I. Special permission, which the city reserves the right to withhold, is required for:

1. Filming before seven a.m. or after ten p.m.;
2. Filming involving excessive noise due to volume, duration or kind (e.g., explosions, gunfire), including that from generators;
3. Filming involving pyrotechnics, flames, explosions, crashes and other similar "on location" special effects;
4. Filming on any city-owned property.

J. All production vehicles and vehicles of the cast and/or crewmembers shall be visibly identified with the name of the production company. Such identification shall be placed on the windshield or dashboard of all vehicles while on location.

K. Film companies will be required to restore all property to its original condition and to remove all litter generated during the course of shooting prior to leaving all film locations each day.

L. The city of Hawthorne shall be included in production credits for filming on city property, including the airport, parks and city streets. The city requests that it be included in production credits when filming takes place on private property, whether commercial or residential. (Ord. 1982 § 1, 2011; Ord. 1659 § 2, 1999.)





**CITY OF HAWTHORNE  
FILM PERMIT FEE SCHEDULE**

<b>APPLICATION FEE (NON-REFUNDABLE)</b> (ANY CHANGES REQUIRE SUBMISSION OF A REVISED APPLICATION, ALONG WITH AN ADDITIONAL \$250.00 APPLICATION FEE PER SUBMISSION. ADDITIONAL URGENCY/EXPEDITE FEES, PER DEPT. MAY APPLY)	<b>250.00</b>
<b>APPLICATION FEE -STUDENT/NON PROFIT FILMS (NON-REFUNDABLE)</b>	<b>175.00</b>
<b>CANCELLATION DEPOSIT</b> (NON REFUNDABLE IF LESS THAN FOUR WORKING DAYS NOTICE) Must cancel directly with the Licensing Office via email ( <a href="mailto:permit@cityofhawthorne.org">permit@cityofhawthorne.org</a> ).	<b>250.00</b>
<b>FILM PERMIT FEE</b>	<b>150.00 / DAY</b>
<b>URGENCY FEE, PER DEPARTMENT</b> (LESS THAN FIVE FULL CITY-WORKING DAYS NOTICE)	<b>250.00 / DEPT.</b>
<b>PUBLIC / CITY PROPRTY DEPOSIT (REFUNDABLE)</b>	<b>200.00 / DAY</b>
<b>STILL PHOTOGRAPHY FEE (IN ADDITON TO FILM PERMIT FEE)</b>	<b>150.00 / DAY</b>
<b>PUBLIC RIGHT OF WAY FEE FOR STREETS, SIDEWALKS AND CITY PARKING LOTS (REFUNDABLE IF NOT USED)</b>	<b>500.00 / DAY</b>
<b>POLICE OFFICER (4 HOUR MINIMUM)</b> Any cancellations must be done directly with the Licensing Office via email ( <a href="mailto:permit@cityofhawthorne.org">permit@cityofhawthorne.org</a> )	<b>88.00 / HOUR</b>
<b>PARKING ENFORCEMENT OFFICER (4 HOUR MINIMUM)</b> Any cancellations must be done directly with the Licensing Office via email ( <a href="mailto:permit@cityofhawthorne.org">permit@cityofhawthorne.org</a> )	<b>31.85 / HOUR</b>
<b>AIRPORT STAFF (4 HOUR MINIMUM)</b>	<b>80.00 / HOUR</b>
<b>AIRPORT VEHICLE</b>	<b>150.00 / DAY</b>
<b>HAWTHORNE POOL</b>	<b>77.00 / DAY</b>
<b>HAWTHORNE MEMORIAL CENTER PARKING LOT</b>	<b>500.00 / DAY</b>
<b>ADDITIONAL FEES MAY APPLY – TBD UPON REVIEW OF COMPLETE APPLICATION PACKET</b>	
<b>FIRE OFFICER FEE - DETERMINED BY LOS ANGELES COUNTY FIRE DEPARTMENT CONTACT (818) 364-8240</b>	

In addition to the fees required, the City will need a Certificate of Insurance, Hold Harmless Agreement and all applicable paperwork and applications requested by the City of Hawthorne.



**CITY OF HAWTHORNE**  
**4455 W. 126<sup>TH</sup> St., Hawthorne, CA 90250**  
**310-349-2935**

**APPLICATION FOR FILM PERMIT**  
**PRINT OR TYPE IN BLUE OR BLACK INK**

Revised 02/20/2020

Application fee due per submission

**APPLICANT:**

PRODUCTION CO. / NAME		PHONE	
STREET ADDRESS		FAX	
CITY, STATE, ZIP		E-MAIL	
REFUND NAME / PRODUCTION			
ATTENTION			
REFUND MAILING CITY, STATE, ZIP			

**CONTACT:**

NAME		PHONE	
TITLE		FAX	
ADDRESS		PAGER	
		CELL	
DIRECTOR		PHONE	
LOCATION MANAGER		PHONE	

**PROJECT:**

PROJECT/PRODUCTION NAME	
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**TYPE (CHECK APPROPRIATE BOX/ES):**

<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> MOTION PICTURE	<input type="checkbox"/> TELEVISION
<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> STILL PHOTOGRAPHY	<input type="checkbox"/> STUDENT
<input type="checkbox"/> OTHER:	<input type="checkbox"/> MUSIC VIDEO	



**NUMBER OF INDIVIDUALS IN THE:**

CAST		CREW	
------	--	------	--

**TALENT NAME(S):**

--

**TYPE AND NUMBER OF VEHICLES:**

QTY.	TYPE	QTY.	TYPE
	AUTOMOBILES		MOTORHOMES
	TRUCKS		TRAILERS
	VANS		CATERING TRUCKS
	OTHER (SPECIFY):		OTHER (SPECIFY):

**TYPE AND NUMBER OF ADDITIONAL CRAFT(S):**

QTY.	TYPE	QTY.	TYPE

**PARKING LOCATION(S) (REQUIRED):**


**APPLICANT REQUESTS AT THE LOCATION (CHECK APPROPRIATE BOX/ES & PROVIDE DETAILS):**

	STREET CLOSURE	LOCATION (S):
	LANE CLOSURE	LOCATION (S):
	TRAFFIC CONTROL (ITC)	LOCATION(S):
		HOW OFTEN:
		DURATION INCREMENTS:
		TIME(S):
	PEDESTRIAN CONTROL (IPC)	LOCATION(S):
		HOW OFTEN:
		DURATION INCREMENTS:
		TIME(S):
	OTHER (EXPLAIN)	
	EMERGENCY SERVICES	
	POSTING "NO PARKING"	

**NOTE:** Location(s) of equipment must be displayed on the to-scale diagram(s).

**NOTE:** STREET CLOSURES - copy of contract for hire for approved barricade company & current City of Hawthorne business required

**NOTE:** TRAFFIC CONTROL - copy of traffic control plan with Engineer stamp & signature is required

**NOTE:** POSTING "NO PARKING" - copy of sign to be posted w/ full date(s) & time(s)

**APPLICANT INTENDS TO USE (CHECK APPROPRIATE BOX/ES & PROVIDE DETAILS):**

	ANIMALS		
	FIRE		
	CHEMICALS		
	EXPLOSIVES		
	GENERATOR		
	LIFTS	LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
	CRANES	LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
	LIGHTS	LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
		LOCATION:	MAX. HEIGHT:
	DRONES	LOCATION(S):	ALTITUDE (S):
	OTHER		
	OTHER		

**NOTE: Location(s) of equipment must be displayed on the to-scale diagram(s).** Make sure that you obtain any applicable and required certifications, waivers, and/or authorizations from the FAA. After receiving any required approval from the FAA, you must contact both the Airport office at (310) 349-1637 and Air Traffic Control Tower at (310) 675-1010 to notify and discuss the FAA approved operations.

**IF YES TO ANY OF THE ABOVE, ATTACH A DETAILED DESCRIPTION LIST ANY SPECIAL CONDITIONS AND/OR REQUESTS:**


I UNDERSTAND THAT THIS IS MERELY AN APPLICATION FOR A FILMPERMIT AND, IF APPROVED, I WILL PAY ALL NECESSARY FEES PRIOR TO ISSUANCE. I AGREE TO ABIDE BY ALL APPLICABLE ORDINANCES AND COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

COUNTY OF LOS ANGELES FIRE DEPARTMENT PERMITNUMBER: \_\_\_\_\_

\_\_\_\_\_  
Department Approval

Conditions /Restrictions:


**(COPY ON FILM COMPANY'S LETTERHEAD)**

**FILM PERMIT SIGNATURE SURVEY**

FILMING ACTIVITY IS NORMALLY PERMITTED BETWEEN THE HOURS OF 7:00 a.m. and 10:00 p.m.

We are planning to prep/film/strike at \_\_\_\_\_ on \_\_\_\_\_, da te(s)  
(location)

between the hours of \_\_\_\_\_ a.m. / p.m. and \_\_\_\_\_ a.m. / p.m. We have applied for the necessary permits from the City of Hawthorne, and maintain all legally required liability insurance. If the film permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City of Hawthorne filming rules, regulations and specific guidelines.

Filming activity (prep/film/strike) is as follows:

We will make every effort not to disturb you and will not arrive earlier, or vacate the neighborhood later, than the specified time. Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions, or concerns, please contact the following:

OR/

\_\_\_\_\_  
Production Company Telephone Number

City of Hawthorne  
Licensing & Cashier  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2935

\_\_\_\_\_  
Location Manager Pager / Cell Phone

\_\_\_\_\_  
Production Manager Pager / Cell Phone

I do not object to the filming request. Note: for multiple unit buildings, managers may sign on behalf of tenants

**SIGNATURE**

**PRINT NAME**

**ADDRESS**

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



## PERMISSION TO USE CITY PROPERTY FOR FILMING

I hereby give permission for \_\_\_\_\_ to use the (film  
company)

property located at \_\_\_\_\_

for the purpose of filming (prep/film/strike) on the following date(s) \_\_\_\_\_

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

DEPARTMENT \_\_\_\_\_

DEPARTMENT APPROVAL \_\_\_\_\_  
(signature of Department Head)

DATE \_\_\_\_\_

Return this form, completed and signed, to the Department of Licensing

**PERMISSION TO USE PROPERTY FOR FILMING**

I hereby give permission for \_\_\_\_\_ to use the  
(film company)

property located at \_\_\_\_\_

for the purpose of filming (prep/film/strike) on the following date(s): \_\_\_\_\_

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

I understand that a copy of the City of Hawthorne's "Policy and Procedures for Conducting Filming, Videotaping, and Still Photography Activities" is available at the Business License Office, 4455 W. 126th St., Hawthorne, CA 90250, or by calling 310-349-2935, and it will be mailed upon request.

**OWNER / RESIDENT OF PROPERTY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) (Please Type or Print)

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Evening Telephone Number

# (Copy on Film Company's letterhead)

## NOTICE OF INTENT TO FILM

Dear Neighbor:

We will be doing some filming in your neighborhood on

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date/s) (start time) (end time)

at \_\_\_\_\_  
(location/s)

Filming Activity (prep/film/strike) is as follows:

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We have obtained all necessary legal permits from the City of Hawthorne, and the City has requested that we notify you of our intent to film. All liability insurance required by the city a part of the permit has been obtained. We have promised to abide by all of the rules and regulation ' applicable to your neighborhood. A copy of the permit is on file at Hawthorne City Hall and will also be available at the filming location.

We appreciate your hospitality and cooperation while we are filming, and if you have any questions, ask for the location manager or Assistant Director on the set, or call the Production Manager at the Production Office:

Thank you.

\_\_\_\_\_  
Production Manager                      Phone \_\_\_\_\_

\_\_\_\_\_  
Company

OR YOU MAY CONTACT:

CITY OF HAWTHORNE, DEPARTMENT OF LICENSING  
4455 W. 126th Street  
Hawthorne, CA 90250  
(310) 349-2935

**FOR OFFICE USE ONLY: FILM/STILL PHOTOGRAPHY PERMIT APPLICATION CHECKLIST**

Deadline to submit complete app (w/o urgency fee): \_\_\_\_\_

Deadline to submit complete app (w/urgency fee): \_\_\_\_\_

Notification deadline: \_\_\_\_\_

Survey deadline: \_\_\_\_\_

**APPROVALS RECEIVED**

- City Attorney: \_\_\_\_\_
- Police: \_\_\_\_\_
- Rec/Comm Svcs: \_\_\_\_\_
- Public Works: \_\_\_\_\_
- Airport: \_\_\_\_\_
- Planning/Code Enf: \_\_\_\_\_
- Building & Safety: \_\_\_\_\_
- City Manager: \_\_\_\_\_
- Finance: \_\_\_\_\_
- File (Original application)

----- Date dispersed

- Fillable Application**
- To Scale Plan(s) showing the below:**  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
  - 1  2  3  4  ITC/IPC requests required details: how often, duration of each increment, and time frame of when taking place.
  - 1  2  3  4  Traffic control plan with Engineer stamp and signature
  - 1  2  3  4  Location for "no parking" request(s)
    - Copy of posting sign for "no parking", showing full date(s) and time(s) (**NOT** permitted at closed RFK hospital)
  - 1  2  3  4  Street closure(s)
    - copy of contract for hire for approved barricade company  copy of current Hawthorne business license
  - 1  2  3  4  Lane closure(s)
  - 1  2  3  4  Parking location(s) & property owner signed parking agreements (for off-site in-city parking)
  - 1  2  3  4  Location(s) of equipment, generators, lifts, cranes, lights (no lights may be facing the Hawthorne Airport runway), etc.
  - 1  2  3  4  Lifts/Cranes/Drones: locations/maximum height
    - Required:** An approved Obstruction Evaluation Form 7460, due to proximity to the Airport (<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>)
    - any applicable and required certifications, waivers, and/or authorizations from the FAA
- A Permission to Use Property Form**
  - Physical location(s):  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
  - Parking location/lot(s) :  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
  - Street closures require 90% - 100% of written consent (copy of notification letter required)
- Copy of Signature Form:**  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
- Completed Signatures** (min. 51% required)  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
- Copy of Notification Letter:**  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
- Student or Nonprofit Certification** (A letter from an educational institution or proof of nonprofit status, signed by a principal, dean, or department chair)
- A Certificate of Insurance**
- Additional Insurance Endorsement** naming the City, its elected or appointed officers, officials, employees, and agents are to be covered as additional insured.
- A Hold Harmless Agreement** (Included within film permit contract upon issuance of permit)
- Fire Permit** (for all prep/film/strike dates/times/locations)
- Business License:**
  - Business owner(s):  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
  - Property owner(s):  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
  - Parking lot location(s):  Loc.#1 \_\_\_\_\_  Loc.#2 \_\_\_\_\_  Loc.#3 \_\_\_\_\_  Loc.#4 \_\_\_\_\_
- Other:**
  - \_\_\_\_\_
  - \_\_\_\_\_
- Payment for Fees** (TBD upon review of completed application packet) (**cancellations/changes accepted via email between Mon-Thurs 0730-1730 only**)
  - \$88.00/hour per Police officer (4 hour min) – Public property = min. 2 officers  
Private property = min. 1 officer
  - \$37.00/hour per Parking Enforcement officer (4 hour min)
  - \$150.00/day Airport vehicle fee + Airport staff fee (varies) per hour varies
  - \$77.00/hour Pool rental fee + \$14.22/hour per Pool staff

NOTES:

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