



CITY OF WEST HOLLYWOOD

FILMING POLICIES

A valid Film Permit issued by the West Hollywood Film Office is required for all shoots on public and private property. This includes locations that are a private residence or business, a Film Permit is required.

Film Permit Application: Please contact the West Hollywood Film Office at (323) 848-6489 or go to www.weho.org/film to obtain a film permit application. Once an application is received, The City's Film Coordinator will discuss the particulars of your production, and let you know what special conditions will apply, whether or not a Los Angeles County Sheriff's Deputy is required, and any other information needed to secure the permit.

Submission Timeline: The Film Office requires a minimum of 3 business days to process a permit request. If deputies are required for filming per the LA County Sheriff's Department, permitting may be based on their required timeline for assigning deputies which is 5-10 business days in advance.

Law Enforcement: If it is determined that Law Enforcement personnel are required for the filming activity, (which may require 5-10 business days to process, per the Los Angeles County Sheriff) Los Angeles County Sheriff's Deputies must be used in West Hollywood. Sheriff's Deputies are retained by calling the Los Angeles County Sheriff's Dept. at (213) 229-1695. Fees for deputies are invoiced separately by the Sheriff's Department.

Fire Officials: Each request for filming must be reviewed separately by the Los Angeles County Fire Department. This requires a separate Los Angeles County Film Unit application and Fire Safety Officers or Advisors may be required. For specific information, call the Fire Dept. Film Desk at (818) 364-8240. Fees for fire officials are paid separately as invoiced by the Los Angeles County Fire Department.

Insurance: \$1 million liability insurance with clause to additionally insure the City of West Hollywood, its officials and representatives. Student productions must provide insurance from the school they attend. Insurance information and requirements are also available at www.weho.org/film.

Filming Hours: Normal hours for filming are 7 a.m. to 10 p.m. and 8 a.m. to 10 p.m. in residential areas on weekends. Extended hours filming in residential or commercial areas may be allowed, depending on impact.

Posting/Parking: All vehicles and equipment associated with filming activities must park in posted spaces only. The production company is responsible for putting up and taking down all "No Parking/Tow Away" signs. Requests for posting on City streets may require signatures from merchants and/or residents to confirm notification (not for approval). "No Parking/Tow Away" signs must be posted 48 hours prior to the start of production in residential areas to be enforceable; 24 hours prior in commercial areas. Crew cars must be parked on private property; posted spaces are for production equipment and vehicles only. All requests for posting should include a parking map, and parking meter numbers where applicable.

Notification: Notification of residents and/or businesses within a 500-foot (or more) radius of the filming location is required. Only letters composed with West Hollywood guidelines and requirements will be accepted. See "Notification Information for Location Filming" for complete instructions.

***Please note – Film Permits will not be issued without submission of an approved notification letter.**

Contact: Eddie Robinson, Film Coordinator at (323) 848-6489 or ERobinson@weho.org

City of West Hollywood Film Office – 8300 Santa Monica Blvd. – 3rd Floor – West Hollywood CA 90069-6216 – 323.848.6489