



## **FILMING PERMIT INFORMATION**

### **CITY OF COSTA MESA**



**Film Permit Coordinator**  
**Public Services Department - Transportation**  
**City of Costa Mesa**  
P.O. Box 1200  
Costa Mesa, CA 92628-1200  
(714) 754-5184  
(714) 754-5028 FAX

### ***Easy Steps for a Permit***

***Please note that 5 full business days are required to process film permit applications.***

**1** ***Contact the Public Services Department for Application and Discussion of Project***

**2** ***a. Submit Complete Application – in person to Film Permit Coordinator***

***by email: [TransportationPermits@costamesaca.gov](mailto:TransportationPermits@costamesaca.gov)***

***b. Submit non-refundable application fee to Film Permit Coordinator.***  
***Make payable to: City of Costa Mesa***

***c. Submit Insurance Documents to Film Permit Coordinator.***

- Documents Must Include:
- General Liability - \$1 Million
- Workers' Compensation Verification
- Additional Insured Endorsement
- Hold Harmless
- Indemnification

**3** ***Receive approval (or denial) of Permit request from Film Permit Coordinator***

**4** ***a. If approved, pay any other required fees and/or deposits at the***  
***Treasury Management Counter, first floor of City Hall, 77 Fair Drive***

***b. Receive Permit***

# Film, Video and Still Photography Permit Fees

## Motion/Still

### ***Professional commercial film, video production; including entertainment news and 501(c)6***

- ▶ Film Permit Fee: \$460.00

### ***Student course work with instructor verification on college letterhead***

- ▶ No charge

### ***Same day “breaking” news***

- ▶ No permit required

Production on private property impacting City-owned streets, neighborhood and right-of-way require permits and applicable fees.

## Additional Fees

### ***Use of City facilities or services***

- ▶ To be determined, based upon location and extent of filming activities

### ***Use of City Park***

- The City of Costa Mesa has 29 parks located in the City. Park reservations must be made a minimum of 3 business days, or up to 1 year in advance of desired date. No reservations will be accepted without payment. Park reservations are completed at City Hall, 77 Fair Drive, 3rd floor, Recreation Division, Monday-Friday from 8am-4:30pm.
- For more information on park reservations and fees please visit the link below or call 714-754-5300:
  - <https://www.costamesaca.gov/city-hall/city-departments/parks-and-community-services/park-rentals/parks-reservation-information>

### ***Other Deposits/Bonds***

- ▶ May be required

### **\*Fee applies to:**

- **filming in the City’s public right-of-way (e.g., streets, alleys, City-owned parking lots);**
- **filming in City parks or City owned-facilities;**
- **filming involving special effects, stunts, use of animals, simulated weapons and staging of injuries and/or death, pyrotechnical, hazardous and/or other unusual elements on private and/or public property.**

**Film Permit fee collected by Treasury Management staff (1<sup>st</sup> Floor – City Hall).**

**Park reservation fee is collected by Recreation Division staff (3<sup>rd</sup> Floor – City Hall).**

**NOTE:** If paying fees by credit card (Visa or MasterCard), please complete and return the Credit Card Authorization on page iii with your application.



# CREDIT CARD AUTHORIZATION

## City of Costa Mesa

77 Fair Drive, Costa Mesa, CA 92626  
Phone: (714) 754-5240 • Fax: (714) 754-5149

---

*The following information must be provided to process your payment by fax.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The City of Costa Mesa accepts **Visa and MasterCard only**. There is a \$3,000 maximum per transaction.  
The following information is required when paying by credit card.

Name as it appears on the credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-digit Security Number: \_\_\_\_\_

Description of Charge(s): \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_



# City of Costa Mesa

## Film/Photography Permit Application



DATE OF APPLICATION:		PROJECT NAME:			PERMIT NUMBER: <b>FP-</b>	
APPLICANT'S (LEAD CONTACT) NAME: (LAST) (FIRST) (MIDDLE)				BUSINESS TITLE:		
APPLICANT'S ADDRESS:			CITY:		STATE:	ZIP CODE:
BUSINESS TELEPHONE NUMBER:		FAX NUMBER:		EMAIL ADDRESS:		
PROJECT CO.:		PRODUCTION CO.:		TELEPHONE NUMBER:	FAX NUMBER:	
BUSINESS ADDRESS:			CITY:		STATE:	ZIP CODE:
FILM DATE(S):		PREP/STRIKE DATES:		TIME FRAME: From _____ To _____		PRODUCTION TYPE: <input type="checkbox"/> Film <input type="checkbox"/> Still <input type="checkbox"/> Video
CLASSIFICATION: <input type="checkbox"/> Commercial <input type="checkbox"/> TV <input type="checkbox"/> Feature <input type="checkbox"/> Documentary <input type="checkbox"/> School Project <input type="checkbox"/> Other – briefly describe:						
GENERAL LOCATION(S) OF SHOOT:					UNIT NUMBER (if any):	
SPECIFIC SITE ADDRESS(ES) OF SHOOT:					CITY PARK: <input type="checkbox"/> Yes <input type="checkbox"/> No	
INSURANCE CARRIER:			TELEPHONE NUMBER:		FAX NUMBER OR EMAIL:	
LOCATION MANAGER:			BUSINESS PHONE NUMBER:		FAX NUMBER OR EMAIL:	

Detailed Description of Activity:

Number of Crew \_\_\_\_\_

Vehicles (Types and Number) \_\_\_\_\_

Equipment (Types and Number) \_\_\_\_\_

Parking Requirements:

Equipment Requirements:

Services Required:  Food  Hotel

Stunts/Special Effects:

Aerial Stunts/Elements:

Pyrotechnics to be used?  Yes  No If yes, please describe:

Pyrotechnician: \_\_\_\_\_ License # \_\_\_\_\_

Hazardous Material to be used?  Yes  No If yes, please describe:

Lighting?  Yes  No If yes, please describe:

Animals to be used:

Traffic Control: Describe your plan for controlling traffic, (i.e., personnel and/or devices, auto, bikes, pedestrians):

Other unusual activities:

Traffic: Please submit a site plan showing location(s) of shoot, cast, crew, vehicle(s) and route(s) to be traveled in order to film a scene.

Permittee hereby agrees to ensure compliance with the conditions of the permit, including provisions and any attachments, agrees to obtain prior City approval for deviations from the information provided herein, and understands that failure to comply with these requirements may result in the immediate cancellation of production.

---

Applicant/Permittee

---

Date



## CITY OF COSTA MESA

77 Fair Drive, Costa Mesa, California 92626

---

To: Film Permit Applicants

### PLEASE GIVE THESE REQUIREMENTS TO YOUR INSURANCE AGENT

The City of Costa Mesa requires certificates of workers' compensation, general liability and automobile insurance before you can be issued a permit to film on city property. All certificates must contain the following:

- ❑ **Certificate Holder** – Certificate Holder must be “The City of Costa Mesa, its agents, officers and employees.”
- ❑ **Workers' Compensation** – Minimum policy limit requirements are \$1,000,000 bodily injury by disease; and \$1,000,000 bodily injury each employee for accident or disease per occurrence. If you have no employees, you must sign a Declaration of Non-employee Status form available from the city. In lieu of a certificate of insurance, a certificate of Consent to Self-Insure issued by the California Director of Industrial Relations is also acceptable.
- ❑ **General Liability** – Minimum policy limit requirement is \$1,000,000 combined single limit coverage with insurance designated “per occurrence.”
- ❑ **Automobile Liability** – Minimum policy limit requirement is \$1,000,000 combined single limit coverage with insurance designated “per occurrence.”
- ❑ **Cancellation Clause Wording** – The words “*endeavor to*” and “*failure to mail such notice shall impose no obligation nor liability of any kind upon the company, its agents or representatives*” have been removed or lined-out if they appear on the certificate. For shoots in excess of 30 days, the following wording must be added to the policy by endorsement: “Said policy shall not terminate, nor shall it be canceled nor the coverage reduced, until thirty (30) days after written notice is given to CITY.”
- ❑ **Additional Insured Endorsement** (for General Liability and Automobile only) – This must be a separate attachment naming the City as additional insured. The endorsement must include the policy number and the wording of the additional insured must be exact, naming “the City of Costa Mesa, its agents, officers and employees” as additional insureds. ISO Form CG 20 26 11 85, or a comparable equivalent, must be used. In addition, the following language be added to the endorsement: “Any other insurance maintained by the CITY OF COSTA MESA shall be excess and not contributing with the insurance provided by this policy.”

For assistance, please contact the City's Risk Management Section at (714) 754-5359.

