



FILM & PHOTOGRAPHY PERMIT INSTRUCTIONS & CHECKLIST

A City of Cerritos Film & Photography Permit is required for any commercial film production and/or still photography shoot occurring in the City of Cerritos including, but not limited to, film productions, student film productions, and/or commercial still photography. Please review the following information prior to submitting a Film & Photography Permit Application:

How to submit a Film & Photography Permit Application:

A complete application must be submitted at least two (2) weeks in advance of the first day of on-site filming preparations. Applications submitted less than two (2) weeks, or ten (10) business days, from the first day of on-site filming preparations will not be accepted. Large scale productions may require a longer review period. Filming proposals requiring building permits, traffic control, or other coordination, will require additional processing time. Before submitting a Film & Photography Application, please call (562) 916-1201 to discuss your proposed application with City staff or submit an online film inquiry at the following link: <https://forms.cerritos.gov/City-of-Cerritos/Community-Development/Film-Photography-Permit-Inquiry>

A complete application must contain the following documents:

- ☐ Film & Photography Permit Application (page 4)
- ☐ Terms & Conditions (page 6)
- ☐ Full written description/cover letter of filming activity and storyline
- ☐ Site Plan showing the location and layout of production, including the location of all vehicle parking, equipment staging, and filming activities, etc.
- ☐ Traffic Control/Parking Plan, if filming outdoors
- ☐ Property Owner Authorization and/or executed Location Agreement
- ☐ Certificate of General Liability Insurance and an endorsement of a minimum coverage of \$1 million (or a total of \$5 million for production at the Cerritos Center for the Performing Arts and the Cerritos Olympic Swim & Fitness Center)
 - The City of Cerritos must be listed as the certificate holder and the Description of Operations must include the required City language (see pages 7-8 for samples)
- ☐ Approved Los Angeles County Fire Department Film Permit
 - Los Angeles County Fire Department's Public Safety & Film Unit at [818-364-8240](tel:818-364-8240) or <https://fire.lacounty.gov/public-safety-and-film-unit/>
- ☐ Payment of permit fees:
 - Application fee: \$250.00 per day of filming
 - If filming in multiple locations, a \$200 fee is charged for each additional location
 - Additional facility rental fees, filming use fees, and staff fees are assessed to the filming/photography at City facilities and/or City-owned properties. Fees are based on proposed use, project duration, and required staff resources, and will be provided to the applicant separately.