

**El Monte Police Department
Film Permit Requirements and Event Guidelines**

GENERAL REQUIREMENTS:

- Complete online film permit application forms and email to Sergeant Arlen Castillo at acastillo@elmontepd.org along with any of the below that applies
- Permission slips from any location you film at
 - If filming in a particular area, make notification to all affected residents and document notification
- Filming or special events occurring at designated City Parks and Recreation facilities require *additional site, staff or equipment* fees which are independent of city film permit fee
- Permission slips to park vehicles and or production equipment on any private property
- No parking signs must be posted no later than 24 hours *prior to* film production date
- City Staff can coordinate the posting of no parking signs for an additional fee
This includes blocking off roadway- sidewalk for the purposes of parking and/or filming (in front of location (public view), along property, and/ or street side)
- If filming indoors - Approved LA County Fire Department Film fire permit
 - LACO Fire may require an onsite Fire Marshall to be present throughout production
- Certificate of Liability and Workers Compensation (policy document with \$1 million coverage per occurrence) covering:

City of El Monte
11333 Valley Blvd.
El Monte CA 91731

And

- *A separate permit covering any location where filming is occurring on or about*
- ***Based on the activities to occur, a Police Officer and/or a Public Works and/or City Employee and/or vehicle may be required for filming***

July 2022

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FEES and PAYMENT PROCESS:

- Fees must be paid and all necessary documents submitted before production occurs
- Permit Fees are payable to the City of El Monte (\$100)
- Sgt. Castillo will arrange for acceptance of payment and receipt to be produced
 - Email acastillo@elmontepd.org and aszeto@elmonteca.gov and indicate specific email desired to establish online credit card payment process
- The receipt will be your actual permit and proof of approval

ADDITIONAL GUIDELINES:

- Filming cannot block sidewalk at anytime, without proper permission of direction.
- Filming cannot stop, block, or impede traffic or movement of vehicles on or about the roadway, without proper permission of direction
- Cannot impede access to private property
- No posting of filming activities on or about any public property
- Cannot block any specific parking space or location for the purpose of filming
- No large generators or other devices exhibiting loud noise or music are allowed
- No alcohol or any type of drug use is permitted at anytime
- ***Call Sgt. Arlen Castillo to coordinate process completion at (626-580-2134) if necessary.***
 - If further assistance is needed call 626-580-2100 and ask for Captain Rich Luna

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