

PERMIT APPLICATION INFORMATION SHEET

Thank you for coordinating your film permit request through us. This information sheet has been prepared to shed light on the permit application process and to assist us in providing you with the best possible customer service.

No matter what method you choose to apply for your permit, the following guidelines will apply.

TIMELINESS OF APPLICATIONS:

- Permit applications must be received at least four (4) working days prior to your first proposed date of filming, unless it involves requests for sign posting for parking or single lane/full-street closures.
- When requesting signs to be posted for street parking, five (5) working days notice are required, and your application must be received in our office by 4:00 p.m.
- Single lane and full-street closures require additional time to process. Please contact our office if you have any questions regarding the amount of lead time needed based on the extent of your request.

APPLICATION COMPLETENESS:

- All submissions must be legible and include all information requested, including: email address, fax number, prep and strike dates, summary of scene, and Thomas Bros. Guide map page and grid numbers for each location.
- Parking sign posting requests must include all of the following information as follows:
 - Thomas Bros. map page & grid number
 - Side of the Street (N/S for "North Side" and B/S for "Both Sides", etc.)
 - Street Name & Type (AVE., ST., DR., BLVD., ETC.)
 - Dates and Hours Requested
- If an application section does not apply to your project, please indicate by entering N/A (not applicable) in the space.
- Permit services submitting written applications must also supply a production company fax or email address, depending on the method of application.
- Illegible or incomplete applications will be returned for correction and processing will be delayed.

INSURANCE VERIFICATION:

- Proof of insurance meeting the requirements of all client jurisdictions in which you plan to film must be on file before processing of your application can begin.

LIABILITY FOR FEES:

- **Permit application and rider fees are non-refundable. This fee is assessed once processing has begun by a production coordinator. Once your permit or rider has been processed for release, payment is required on the entire amount due (including all municipal fees & deposits), regardless of whether your plans have changed.**
- If you decide to cancel your permit or rider application after processing has begun, you will be held responsible for payment of all fees already applied. These fees usually include, but are not limited to, the non-refundable application fee, posting & notification fees that have already been completed.
- Although the basic application fee is **\$625** for filming and **\$60** for still photography, there will likely be additional fees associated with your permit depending on your choice of locations and the activities you plan to film. A partial list of fees is available on our website; for more information about fees, you must call us.

PERMIT APPLICATION REQUEST

General Permit Information

Production Title: _____

Type of Production: _____

Production Company Information

Company Name: _____

Phone: _____

Phone: _____

Fax: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Insured Company Information

Company Name: _____

Phone: _____

Phone: _____

Fax: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Location Manager

Name: _____

Cell: _____

Office: _____

Fax: _____

Email: _____

Location Assistant

Name: _____

Cell: _____

Office: _____

Fax: _____

Email: _____

Producer:

1st AD:

Permit Service Company Information

Company Name: _____

Representative: _____

Phone: _____

Phone: _____

Fax: _____

Email: _____

Director:

Production Manager:

PERMIT APPLICATION REQUEST (LOCATION 1)

Location Description

Type of location: _____ Thomas Guide Page #: _____
 Open: _____ Closed: _____ Thomas Guide Grid #: _____
 Address: _____
 City: _____ Zip Code: _____

Dates

Prep Date(s) & Time(s):

 Filming Date(s) & Time(s):

 Strike Date(s) & Time(s):

 Hold Date(s) & Time(s):

Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____

PERMIT APPLICATION REQUEST (LOCATION 1)

Filming Activities

Gunfire

Shot Type	Load Type	# Takes Per Day	# Times Per Take
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire:

Special Effects

F/X Permit Number: _____

Type	# Takes Per Day	# Times Per Take
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene:

PERMIT APPLICATION REQUEST
(LOCATION 1)

Base Camp/Crew Parking

Base Camp

Location Type: _____ Address: _____

Crew Parking

Location Type: _____ Address: _____

Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

Lane/Full Closure

PERMIT APPLICATION REQUEST (LOCATION 2)

Location Description

Type of location: _____ Thomas Guide Page #: _____
 Open: _____ Closed: _____ Thomas Guide Grid #: _____
 Address: _____
 City: _____ Zip Code: _____

Dates

Prep Date(s) & Time(s):

 Filming Date(s) & Time(s):

 Strike Date(s) & Time(s):

 Hold Date(s) & Time(s):

Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____

PERMIT APPLICATION REQUEST (LOCATION 2)

Filming Activities

Gunfire

Shot Type	Load Type	# Takes Per Day	# Times Per Take
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire:

Special Effects

F/X Permit Number: _____

Type	# Takes Per Day	# Times Per Take
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene:

PERMIT APPLICATION REQUEST
(LOCATION 2)

Base Camp/Crew Parking

Base Camp

Location Type: _____ Address: _____

Crew Parking

Location Type: _____ Address: _____

Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

Lane/Full Closure

PERMIT APPLICATION REQUEST (LOCATION 3)

Location Description

Type of location: _____ Thomas Guide Page #: _____
 Open: _____ Closed: _____ Thomas Guide Grid #: _____
 Address: _____
 City: _____ Zip Code: _____

Dates

Prep Date(s) & Time(s):

 Filming Date(s) & Time(s):

 Strike Date(s) & Time(s):

 Hold Date(s) & Time(s):

Equipment On Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

Personnel On Location

Type	Quantity	
Audience Members	_____	
Cast	_____	
Crew	_____	
Extras	_____	Where are extras holding? _____

PERMIT APPLICATION REQUEST (LOCATION 3)

Filming Activities

Gunfire

Shot Type	Load Type	# Takes Per Day	# Times Per Take
_____ Automatic	_____	_____	_____
_____ Semi Automatic	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire:

Special Effects

F/X Permit Number: _____

Type	# Takes Per Day	# Times Per Take
_____ Breaking Glass	_____	_____
_____ Bullets/Squib Hits	_____	_____
_____ Bum Barrels	_____	_____
_____ Car Explosion	_____	_____
_____ Dust Hits	_____	_____
_____ Explosion	_____	_____
_____ Fire Ball	_____	_____
_____ Fire Bars	_____	_____
_____ Fire Effects	_____	_____
_____ Sparks	_____	_____
_____ Other _____	_____	_____

Description of F/X scene:

PERMIT APPLICATION REQUEST
(LOCATION 3)

Base Camp/Crew Parking

Base Camp

Location Type: _____ Address: _____

Crew Parking

Location Type: _____ Address: _____

Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

Lane/Full Closure
