



CITY of CALABASAS

City of Calabasas Film Office Film Permit Application Checklist

- Film Application (please provide detailed information)
- General Conditions (signature required)
- Hold Harmless Agreement (signature required)
- Permission to use Property Form (signature required)
A signed Permission to Use Property Form is required from all property owners associated with the filming and/or parking location. If filming is to take place in at a tenant space that is located within a shopping center, signatures are required by both the shopping center property owner and the tenant.
- Certificate of Insurance
A certificate of insurance evidencing current General Liability Insurance in the amount of one million dollars (\$1,000,000) naming the City of Calabasas; 100 Civic Center Way, Calabasas, CA 91302, as additional insured shall be provided.
- Parking Plan
The parking plan should clearly depict all offsite and onsite parking. All vehicles described on the Film Permit Application should be accounted for on the parking plan.
- Site Plan
The site plan should depict the filming location(s) and placement of all associated filming equipment, including generators, tents, catering services, etc.
- Template notification for surrounding residents
The notification should include contact information, scope of filming, date(s), time(s), and any other information that may impact the community (i.e., street closures). The City will determine notification requirements upon receiving your application.
- Proof of HOA notification/approval (if applicable)
- Driving Route (if applicable)
- Shuttle Route (if applicable)
- Drone Flight Plan, [Drone Questionnaire](#), Proof of Drone Operator's Licensing (if applicable)
- Signed Neighborhood Consent Forms (if applicable)
- Proof of current enrollment (students only)

**Additional documentation may be required depending on the shoot and other department requirements.*