

Film Permit Program Update



CITY *of* CALABASAS

September 25, 2024



Film Permit Program

- Program adopted in 1993 to establish review procedures for commercial filming activity in the City, now known as Chapter 5.04 of the CMC.
- Beginning in 2008, a third-party vendor (Solid Waste Solutions, Inc.) processed and issued film permits for the City.
- In October 2019, the City ended the contract due to lack of adequate communication, general oversight, and enforcement of condition compliance.
- In November 2019, the Community Development Department (CDD) began processing film permits.
- In 2020 and 2021, ordinance updates were adopted to close loopholes and increase enforcement tools related to film permits.



Film Permit Program Improvements

CMC Updates:

- Authority to deny an application in which:
 - The proposed location has an issued Notice of Violation (Section 5.04.060(D))
 - The activities would be detrimental to the public's health, safety, or welfare (Section 5.04.060(B)(5))
- Restrictions on overnight uses of a filming location (Section 5.04.080(E))



Film Permit Program Improvements

Procedural Improvements:

- Creating new handouts with the goal of making the process more transparent for applicants
 - Film permit FAQ, application checklist, and process flow chart
- Conducting site visits for each permit
- Improved coordination across internal and external departments
 - Building and Safety, Public Works, Fire Department, Sheriff's Department
- Improved residential notifications
- Revised standard conditions and imposing specific conditions to protect public safety



Summary of Data

CDD Film Permit Data:

| Fiscal Year | Timeframe | Applications Submitted | Film Permits Issued | Total Revenue |
|--------------------------|------------------------|------------------------|---------------------|-----------------|
| FY 2019-20 | 11/1/2019 - 6/30/2020* | 15 | 10 (5 Student) | \$ 5,528* |
| FY 2020-21 | 7/1/2020 - 6/30/2021 | 13 | 10 (0 Student) | \$ 8,848 |
| FY 2021-22 | 7/1/2021 - 6/30/2022 | 38 | 26 (3 Student) | \$ 42,190 |
| FY 2022-23 | 7/1/2022 - 6/30/2023 | 19 | 14 (3 Student) | \$ 14,100 |
| FY 2023-24 | 7/1/2023 - 6/30/2024 | 19 | 17 (2 Student) | \$ 18,387 |
| FY 2024-25 | 7/1/2024 - 8/16/2024* | 5 | 5 (1 Student) | \$ 6,019* |
| Average Per Year: | | 18 | 14 | \$15,845 |

**Indicates a portion of the fiscal year*

Solid Waste Solutions, Inc. Film Permit Data:

- Approx. 30 film permits issued per year
- FY 2018-19 net revenue to the City was ~\$2,493 (\$27,608 revenue - \$25,113 vendor fees)



Film Permit Process & Requirements

- Film permits are required for all commercial filming/still photography on private or public properties.
 - Digital media, commercials, motion picture, student films, etc.
- Film permits are not required for news media, personal or private use, and productions within legally established productions studios.
- Normal filming hours: 7am – 7pm
 - Extended filming hours: 6am – 7am & 7pm – 12am (requires neighborhood signature consent)
- Number of filming days allowed: 14 days at the same location within the prior 12 month period
- Processing time is 2-5 business days



Film Permit Process & Requirements

Application Requirements:

- Complete and signed application
- Proof of property owner permission
- Certificate of Insurance with the City named as an additional insured
- Proof of current enrollment (students only)
- Site map, and parking map
- Residential notification (as determined by the City)
- Fire permit issued

Fees:

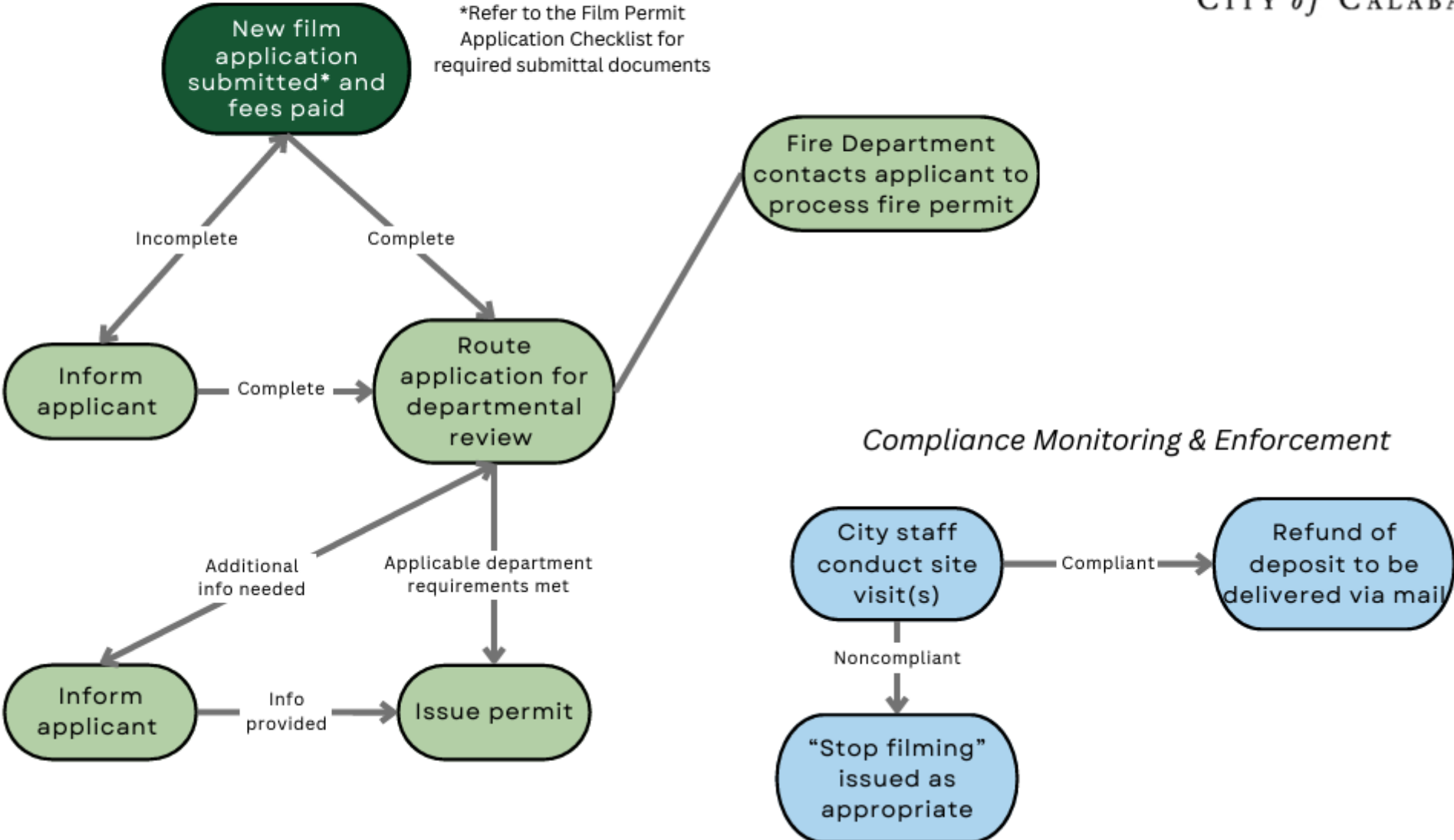
- Application fee: \$130
- Permit fee: \$524 per filming day or \$196 per photography day
- Staff monitor hours: \$65 - \$130 per day
- Refundable bond: \$656
- Additional fees may be charged for use of city roads, parks, and facilities



City of Calabasas Filming Process Flow Chart



CITY of CALABASAS



Conclusions

- Improved coordination of internal and external agency review to ensure that issues are resolved prior to film permit issuance.
- Streamlined and clarified application review process which has assisted film production coordinators with the process.
- Total net revenue to the City is about six times greater than when film permits were being processed by the previous 3rd-party vendor.
- Procedural improvements implemented by the Community Development Department have been effective in protecting and maintaining the public's health, safety, and welfare.

