



ADMINISTRATIVE CODE

CMD NUMBER 124

CITY MANAGER'S DIRECTIVE-PROCEDURE

DATE: June 26, 2013

CANCELS: November 1, 2011

SUBJECT : REQUEST FOR TELEVISION OR MOTION PICTURE FILMING IN SANTA CLARA

POLICY : The State of California would like to increase film production throughout the state. To expedite the permit process for companies that wish to film in their jurisdictions, cities and counties have been requested by the state to follow a specified procedure.

Each City is asked to designate one individual and alternate to work directly with the film industry in the permit process. The Senior Staff Aide in the City Manager's Office will work with film permit applicants, with the Administrative Analyst as the alternate, to coordinate all department reviews and approvals.

Time limits for a permit to be issued have been set by the state and are as follows :

- 3 working days for approval and issuance of a "normal" permit;
- 5 working days for road closures and for traffic control which exceeds 3 minutes, stunts or special effects

Should a request for a permit be denied by any of the City departments involved, the applicant may appeal to the City Council. Council's decision shall be final.

RESPONSIBILITY : ACTION

Senior Staff Aide

1. Take information from the filming company, and mail them the following documents :
  - a) "Photography/Filming Permit" (If any other non-City agencies have jurisdiction, advise the applicant to notify these agencies);
  - b) City Code Chapter 12.60 "Film and Video Production" (includes Liability Provisions and requirement for proof of insurance);
2. Inform the applicant that if the filming will interfere with traffic, or if there is any other need for Police assistance, the applicant must

contact the Police Department to make arrangements.

3. Refer the request for filming to the Chief of Police, Fire Chief, Traffic Engineer, and any other departments involved for recommendations.

Police Chief, Fire Chief,  
Traffic Engineer, etc.

4. Keeping in mind the time limits specified in the Policy section of this CMD, submit recommendation for approval or denial to the Senior Staff Aide.

Senior Staff Aide

5. After receiving approvals from the Chief of Police, Fire Chief and Traffic Engineer (and any other involved departments), and upon receipt of the completed forms listed under #1 above :

- a) Notify the production company that its permit has been approved;
- b) Review with the company any requirements or restrictions specified by the Department Heads involved;
- c) Collect cost recovery fee, if any.
- d) Require that the company notify any affected property owners of its scheduled activity in their area by dropping off a notification slip to each owner;
- e) Inform the City Manager (who may wish to also notify the City Council) about the filming that will occur;
- f) Inform the Communications Operations Manager of the dates, times, location and nature of the filming, unless the filming is a small project.

6. If denial of the request is recommended by the Department Head(s), notify the applicant that the request has been denied, giving the basis for the denial. The applicant may appeal the decision to the City Council.

7. If the matter is appealed, notify the applicant of Council's decision. If Council has approved the request, proceed as in #5 above.

Cross Reference

City Code – Chapter 12.60 Film and Video Production

# CITY OF SANTA CLARA PHOTOGRAPHY/FILMING PERMIT

1500 Warburton Avenue  
Santa Clara, CA 95050  
(408) 615-2219

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Project Title: \_\_\_\_\_

Address: \_\_\_\_\_

Production Type: \_\_\_\_\_

\_\_\_\_\_

Location Mgr: \_\_\_\_\_

\_\_\_\_\_

Production Mgr: \_\_\_\_\_

Phone: \_\_\_\_\_

Other Contact: \_\_\_\_\_

Date	Time	Location and Activity	F/C/S*

\*Film/Construct/Strike

Total Personnel: \_\_\_\_\_ Total Vehicles/Equipment: \_\_\_\_\_

Generator: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Other: \_\_\_\_\_

Animals: \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_ Special Effects Permit#: \_\_\_\_\_

Pyrotechnician: \_\_\_\_\_ Pyrotechnician License#: \_\_\_\_\_

Police requested: \_\_\_\_\_ Fire requested: \_\_\_\_\_ Other requested: \_\_\_\_\_

Insurance Co.: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Representing: \_\_\_\_\_  
(signature)

<i>To be completed by City</i>		
Approvals: Police: _____	Fire: _____	Other: _____
Other provisions: _____		Attachments: _____
This permit must be cancelled by _____ or permittee will be charged approximately _____ for personnel costs.		
		Permit#: _____
<small>Copy of Filming permit blank with title</small>		