

# *City of* **South San Francisco**

## **Film Permit Application and Information**

Thank you for your interest in filming within the  
*City of South San Francisco*  
*400 Grand Avenue*  
*South San Francisco, CA 94080*

Please read thoroughly and be very specific  
with the information you provide

### CONTENTS

- Submittal Process/Requirements
- Film Permit Application
- Ordinance No. 1451-2011



If you have any questions,  
please do not hesitate to call  
the City Manager's Office  
at 650.877.8500



# City of South San Francisco

## Guidelines and Requirements for Filming in South San Francisco

### 1. Film Permit Application

All applicants are required to complete a "Film Permit Application" including a detailed daily shooting schedule with date(s), location(s), street name(s), and beginning/ending hours of each shoot day.

### 2. Fees

Film permit application requires a non-refundable **\$400** processing fee made payable to: ***The City of South San Francisco.***

\*Additional fees may be applied for use of City staff at a rate to be determined by the City.

### 3. Proof of Insurance

Required proof of insurance attached to Film Permit Application.

Once a complete application, attachments and application fee are received in the City Manager's office, all documents will be reviewed and the film company will be notified of approval or denial.

**Applications must be submitted to the City Manager's office one week prior to the proposed filming event.**

# City of South San Francisco

## Chapter 6.94

### Film Permit Application

*Non-Refundable Fee \$400.00*

**(Additional fees may apply)**

Application Date: \_\_\_\_\_ Received City Manager's Office: \_\_\_\_\_

NAME OF PERSON APPLYING: \_\_\_\_\_

NAME OF PRODUCTION COMPANY: \_\_\_\_\_

PRODUCTION COMPANY HOME ADDRESS/PHONE NUMBER: \_\_\_\_\_

CONTACT PERSONS FOR THIS PRODUCTION: \_\_\_\_\_

CONTACT PERSONS PHONE NUMBER (include cellular number and pager number): \_\_\_\_\_

#### **Section 6.94.060B**

List each film shoot location in South San Francisco (use additional sheets if necessary).  
A daily shooting schedule may be provided in lieu of completing this section.

Dates of Proposed Filming: \_\_\_\_\_

Beginning and Ending Hours of Each Shoot Day: \_\_\_\_\_

Locations/Street Names of Proposed Filming: \_\_\_\_\_

Daily Schedule: \_\_\_\_\_

**Section 6.94.060C**

**Describe each scene involving stunts that could be observed by the public – chase scenes on city streets (provide the names of the streets and routes requested) any scenes involving weapons discharges, explosions or other pyrotechnics**

---

---

---

---

---

---

---

---

---

---

**DESCRIBE EACH TYPE OF PYROTECHNIC INVOLVED – IF APPLICABLE  
(Include chemical composition/weights/location of on-site storage):**

---

---

---

---

---

---

---

---

---

---

**NAME OF PERSON IN CHARGE OF PYROTECHNICS: \_\_\_\_\_**

---



**Applicant hereby agrees to reimburse the City of South San Francisco for any costs incurred to repair or replace any city property that is damaged as a result of the filming activity. Applicant shall defend, indemnify and hold harmless the City of South San Francisco, its officers, agents and employees from all claims and liability of any kind or nature whatsoever, including City's reasonable attorneys fees arising out of, or resulting from, the alleged acts or omissions of Applicant, its agents, volunteers, or employees in connection with the permitted activity.**

**Applicant also agrees to obtain an encroachment permit before Applicant films on a public right-of-way.**

**Signature of applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

(Please attach or send check payable to the **City of South San Francisco**)

.....**Office Use Only**.....

**Date received City Manager's Office:** \_\_\_\_\_

**CITY STAFF REVIEW**

Attach all conditions and comments to this application.

Return to the City Manager's Office no later than 3 days from \_\_\_\_\_

Check box if comments are attached.

Dept of Public Works: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Police Department: \_\_\_\_\_

**ASSISTANT CITY MANAGER:** \_\_\_\_\_ **Date** \_\_\_\_\_

Permit issued (date) \_\_\_\_\_ Permit denied (date) \_\_\_\_\_

Permit# \_\_\_\_\_

**Comments of City Official approving or disapproving permit:**

\_\_\_\_\_  
\_\_\_\_\_

Street closure(s)	Reserve parking spaces/meters	How many?
Additional services:		
Administrative Staff		
Fire		
Police		
Public Works	Water Quality Control Plant	
Other		

ORDINANCE NO. 1451-2011

CITY COUNCIL, CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

AN ORDINANCE AMENDING SECTION 6.94.090 OF THE  
SOUTH SAN FRANCISCO MUNICIPAL CODE REGARDING  
FILM PERMIT PROCESSING FEES

WHEREAS, pursuant to the Article XI, Section 7 of the California Constitution, the City of South San Francisco ("City") "may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws"; and

WHEREAS, in 1998 the City adopted Ordinance No. 1225-98 establishing fees, deposits, charges and procedures with respect to movie making and film permits within the City; and

WHEREAS, the City now desires to amend the procedure concerning the fees charged for film permit application processing.

NOW THEREFORE, the City Council of the City of South San Francisco does hereby ordain as follows:

SECTION 1. AMENDMENT

The City Council hereby amends Section 6.94.090 of Chapter 6.94 of the South San Francisco Municipal Code to read as follows. Sections that are not amended by this Ordinance are not included below, and shall remain in full force and effect.

6.94.090 Fees.

(a) An applicant for a film permit shall submit a non-refundable fee in an amount as set forth in the Master Fee Schedule of the City adopted by resolution of the City Council in order for the city to evaluate and process such application. Said fee is determined to be the actual costs for processing the application.

(b) A schedule of fees for city services and use of city property shall be established by City Council resolution. The fee schedule shall be reasonably related to the cost of providing city services occasioned by filming activity, including administrative, police, fire, sanitation, and other necessary services. The applicant shall prepay such fees prior to issuance of the film permit.

SECTION 2. SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, the remainder of this ordinance, including the application of

such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable. The City Council of the City of South San Francisco hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

SECTION 3. PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be published once, with the names of those City Councilmembers voting for or against it, in the San Mateo Times, a newspaper of general circulation in the City of South San Francisco, as required by law, and shall become effective thirty (30) days from and after its adoption.

\* \* \* \* \*

Introduced at a regular meeting of the City Council of the City of South San Francisco, held the 12<sup>th</sup> day of October, 2011.

Adopted as an Ordinance of the City of South San Francisco at a regular meeting of the City Council held the 26<sup>th</sup> day of October, 2011 by the following vote:

AYES: Councilmembers Pedro Gonzalez, and Karyl Matsumoto,

Vice Mayor Richard Garbarino and Mayor Kevin Mullin

NOES: None

ABSTAIN: None

ABSENT: Councilmembers Mark Addiego

ATTEST:   
City Clerk

As Mayor of the City of South San Francisco, I do hereby approve the foregoing Ordinance this 26<sup>th</sup> day of October, 2011.

  
Kevin Mullin, Mayor