



# FILMING PRODUCTION GUIDE

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Guidelines for Filming in the City of San Diego



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## WELCOME

Thank you for choosing to locate your production in the City of San Diego. San Diego is a city that welcomes filming and looks forward to working with you throughout the production process.

The City of San Diego understands that productions may take place within a short planning timeframe and may involve a number of locations that include public and private property. To address the wide range of production activities and locations, the following information has been assembled to assist you in obtaining the proper authorization to film within the City of San Diego. Contact information for City departments referenced throughout the Filming Production Guide is located in Section 10. If your production will take place at locations that are not within the City of San Diego’s jurisdiction, please contact those jurisdictions directly.

### 1. WHEN DO I NEED TO COMPLETE A FILMING REGISTRATION FORM?

A Filming Registration Form must be completed under the following circumstances:

#### A. PRIVATE PROPERTY

- I. If the production will take place exclusively on private property **and any of the Required Public Safety Review** criteria described in Section 2 exist, you must submit a completed Filming Registration Form to the Office of Special Events.
- II. If the production will take place exclusively on private property **and none of Required Public Safety Review** criteria described in Section 2 exist, you do not need to register your production with the City of San Diego.

#### B. CITY PARK, RECREATION CENTER, BEACH, OR PARK FACILITY

- I. If the production will take place at a City park, recreation center, beach or park facility you must submit a completed Filming Registration Form to the Park to Recreation Department Developed Regional Parks Permit Center.

#### C. CITY STREETS, PUBLIC RIGHT-OF-WAYS AND OTHER CITY PUBLIC FACILITIES

- I. If the production will take place on a City street, public right-of-way or other City public facility you must submit a completed Filming Registration Form to the Office of Special Events.



## 2. REQUIRED PUBLIC SAFETY REVIEW

A production that includes any of the following components or production activities shall be reviewed by the San Diego Police Department and Fire-Rescue Department:

### A. TRAFFIC CONTROL AND EQUIPMENT

- I. The production requires traffic control; lane or street closures; “No Parking” signage, safety equipment, or other equipment such as generators in the public right-of-way.

### B. PYROTECHNICS, SPECIAL EFFECTS OR OPEN FLAME

- I. The production includes elements that require a Pyrotechnic; Special Effect; Open Flame; or other permit type required by the California Fire Code.

### C. GUNFIRE AND WEAPONS

- I. The production includes gunfire, or other special weapon props, such as but not limited to knives, swords, tasers, and explosive devices.

### D. CRIME SCENE IN PUBLIC VIEW

- I. The production includes any actions in public view that would cause a reasonable citizen to call 9-1-1 or think that a crime is being committed. Examples include but are not limited to scenes that portray a robbery, chase, abduction, etc.

### E. OTHER PUBLIC SAFETY RISKS

- I. The production includes any additional components or production activities that may pose a public safety risk.

## 3. TIMELINESS OF FORM SUBMISSION

There are thousands of events, construction projects and other activities that take place throughout the City of San Diego each year. Therefore, the City of San Diego encourages you to submit a Filming Registration Form as far in advance to the production date(s) as possible in order to reserve your preferred filming location and to facilitate the positive resolution of any operational or community issues.



A. PRODUCTION DOES NOT INCLUDE ANY COMPONENTS THAT REQUIRE PUBLIC SAFETY REVIEW

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- I. Productions that **do not** include any of the components or production activities that require public safety review as described in Section 2 shall submit a completed Filming Registration Form no later than three (3) business days prior to the first proposed date of filming.

B. PRODUCTION DOES INCLUDE COMPONENTS THAT REQUIRE PUBLIC SAFETY REVIEW

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- I. Productions that **do** include any of the components or production activities that require public safety review as described in Section 2 shall submit a completed Filming Registration Form no later than five (5) business days prior to the first proposed date of filming.

C. ROUNDTABLE MEETINGS

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- I. Roundtable meetings are held throughout the year for the purposes of pre-production coordination as well as to discuss issues unique to a production or community. Many times it is helpful to attend a roundtable meeting prior to submitting a Filming Registration Form. If you would like to schedule a production/roundtable meeting or would like to discuss issues unique to your production, please contact the Office of Special Events.

## 4. INSURANCE

- I. The City of San Diego requires a certificate of insurance and endorsement naming the City of San Diego, its officers, employees and agents as additionally insured for any production that takes place on City public property, or private property that requires a Filming Registration Form. Minimum coverage is \$1 million per occurrence; \$2 million aggregate.
- II. The City reserves the right to require additional insurance levels based on specific activities or equipment included in the production.



## 5. GOOD NEIGHBOR REQUIREMENTS

The City of San Diego seeks to accommodate production requests while balancing the needs of the residential and business communities along with access to public spaces and the preservation of public safety. Therefore, the following Good Neighbor Requirements have been established.

### A. PRODUCTIONS THAT IMPACT A LOCATION FOR LESS THAN FOUR HOURS

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- I. The City of San Diego requires notification to all residents, businesses, or other facilities within 300 feet of the proposed production.
- II. The Good Neighbor Notification Form shall be used when it is anticipated that a production will impact a particular location for less than four hours.
- III. The Form may be distributed in person, left as a “door hanger” at each address, and/or sent via email to each impacted entity.
- IV. Should a building with multiple units be managed by a building owner/manager, copies of the form sufficient for each address must be provided to the building owner/manager if access to distribute the form is not granted to the production company. The building owner/manager, however, must notify all tenants and know of no substantial objection to the proposed impact and associated activities.
- V. The production company shall include a copy of the completed form with the Filming Registration Form and shall provide a complete list of all notified entities.
- VI. The production company shall be responsible for resolving all community and operational issues associated with the production and the location prior to the beginning of filming.

### B. PRODUCTIONS THAT IMPACT A LOCATION FOUR HOURS OR MORE

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- I. The City of San Diego requires 80 percent of the residents, businesses, or other facilities within 300 feet of the proposed production to demonstrate support for a production that is anticipated to impact a location for four hours or more.
- II. The Good Neighbor Survey shall be used when it is anticipated that a production will impact a particular location for four or more hours.
- III. The Survey shall be distributed in person and must be signed by the affected business/facility owner or manager; or resident of the house, apartment, or condominium complex who is 18 years or older.



- IV. Should a building with multiple units be managed by a building owner/manager, they may sign on behalf of tenants if access is denied and copies of the form sufficient for each address are provided by the production company. The building owner/manager, however, must notify all tenants and know of no substantial objection of the proposed impact and associated activities at the time of signature.
- V. The production company shall include a copy of the completed survey with the Filming Registration Form.
- VI. The production company shall be responsible for resolving all community and operational issues associated with the production and the location prior to the beginning of filming.

## 6. COMPLETING YOUR FILMING REGISTRATION FORM

A Filming Registration Form must be completed for any production proposed to take place on **public or private** property in the City of San Diego that meets the criteria detailed in the Sections 1 and 2 of the Filming Production Guide. The City of San Diego seeks to accommodate production requests while balancing the needs of the residential and business communities along with access to public spaces and the preservation of public safety. Therefore, please be aware that the City of San Diego may require modifications to the request.

In addition to the basic information requested in the Filming Registration Form, please attach detailed production timelines and scripts, as applicable to assist us in better understanding the scope of the proposal. If you propose to use more than one location, please complete additional forms as needed.

The following information relates to the completion of a Filming Registration Form:

### A. PRIMARY CONTACT

- I. The Production Company listed on the Filming Registration Form is the legal and responsible party. The Production Company can be a corporate entity, non-profit organization, or individual.
- II. An individual must be identified on the Filming Registration Form who will serve as the Primary Contact for all communication, requirements and authorizations from the City



of San Diego. The Primary Contact must have authority to make financial and operational decisions on behalf of the Production Company.

- III. By submitting the Filming Registration Form, the Production Company authorizes the Primary Contact to make operational and financial decision on behalf of the Production Company.

#### B. FORM COMPLETENESS

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- I. All submissions must be legible and include all information requested. Incomplete or illegible forms shall not be processed.
- II. Proof of insurance meeting the requirements of the City of San Diego shall be provided before processing of the request can begin.
- III. Proof of compliance with Good Neighbor Requirements shall be provided prior to authorization of the production.
- IV. If the production will use City public property other than streets or right-of-way, authorization from the managing City department shall be included before processing of the request can begin.
- V. If the production proposes to use a generator or other electrical distribution with a 50 kilovolt-amperes or larger rating, an Electrical Permit issued by the Development Services Department is required.
- VI. No Parking sign posting requests shall include all of the following information:
  - 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
- VII. If an application section does not apply to the production, please indicate by entering N/A (not applicable) in the space.

#### D. FEES

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- I. Currently, there is no fee associated with the submission or processing of a Filming Registration Form. The City Council may approve a fee schedule in the future.
- II. The production company shall be billed for the cost of all public safety services including, but not limited to, traffic control, police presence, vehicles, fire prevention services, etc.
- III. Fees associated with the issuance of regulatory permits such as building, electrical, pyrotechnic/special effects; or use permits such park or facility, etc. shall be assessed at the time of issuance.





#### E. MAINTENANCE OF RECORDS ON SITE

- I. The Primary Contact shall be required to maintain on site at all times copies of all Filming Registration Forms and associated authorizations, permits, certificates of insurances, neighborhood notifications and other records associated with the production.

### 7. AUTHORIZATION PROCESS

In order to expedite the review and authorization process for productions, the City of San Diego has developed two review process to best address the particular activities and location of the production.

#### A. CITY PARK, RECREATION CENTER, BEACH, OR PARK FACILITY

- I. A completed Filming Registration Form shall be submitted to the Park and Recreation Department Regional Parks Permitting Center.
- II. Upon receipt of the Filming Registration Form and supporting material, the documents shall be reviewed to ensure all information is complete. Incomplete or illegible Filming Registration Forms shall not be processed.
- III. The Park and Recreation Department shall review the request to determine that the space is available and all operational and/or community issues have been addressed.
- IV. Should modifications to the request be required, the Primary Contact shall be notified by the Park and Recreation Department.
- V. If no activities that require public safety review as described in Section 2 exist and all operational and community issues, including any required modifications, have been addressed, a Park User Permit shall be issued.
- VI. If any activities that require public safety review as described in Section 2 exist, following issuance of the Park Use Permit, the Filming Registration Form and supporting material shall be forwarded to the Office of Special Events by the Park and Recreation Department. The request shall then be reviewed following the process described in Section 7 B.



**B. CITY STREETS, PUBLIC RIGHT-OF-WAYS, AND OTHER CITY PUBLIC FACILITIES; PRIVATE PROPERTY AND PARK PROPERTY WHEN ACTIVITIES THAT REQUIRE PUBLIC SAFETY REVIEW EXIST**

- I. A completed Filming Registration Form shall be submitted to the Office of Special Events
- II. Upon receipt of the Filming Registration Form and supporting material, the documents shall be reviewed to ensure all information is complete. Incomplete or illegible Filming Registration Forms shall not be processed.
- III. The Office of Special Events shall distribute the information to the San Diego Police Department and Fire Department-Rescue Department. On a case by case basis, information shall be provided to any other City department with regulatory or operational responsibility for a particular component of the proposed production.
- IV. Should modifications to the request be required by a department, the Primary Contact shall be notified by that department.
- V. Should the production require “No Parking” signage, lane or street closures; and/or activities that require police, traffic control or fire prevention personnel to be present during the filming, an equipment list and/or cost estimate for such services shall be provided to the Primary Contact.
- VI. The departments shall review the request to determine that the all public safety, operational and/or community issues have been addressed.
- VII. Should modifications to the request be required, the Primary Contact shall be notified by the respective Department.
- VIII. Should all public safety, operational and community issues, including any required modifications, be addressed, the San Diego Police Department shall provide the Primary Contact authorization to film.

**8. COMPLIANCE WITH LAWS**

- I. Production Companies and their agents must comply with all applicable Federal, State, and local laws, regulations and ordinances, including but not limited to Storm Water Pollution Prevention and Recycling requirements.
- II. Productions Companies and their agents must also obtain and keep in effect all permits and licenses required to conduct the requested activities.



## 9. AUTHORITY TO STOP/CANCEL

- I. If terms of the Authorization to Film are violated, the City of San Diego may stop and/or cancel filming until the circumstances are rectified. The City of San Diego will provide the Primary Contact with an opportunity to rectify the situation prior to any production stoppage, except in cases where public safety is jeopardized.

## 10. CITY DEPARTMENT CONTACT INFORMATION

### A. OFFICE OF SPECIAL EVENTS

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Civic Center Plaza  
1200 Third Avenue, Suite 1326  
San Diego, CA 92101  
Telephone: 619-685-1331  
Fax: 619-685-1334  
Email: [specialevents@sandiego.gov](mailto:specialevents@sandiego.gov)

### B. PARK AND RECREATION DEPARTMENT

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Developed Regional Parks Permit Center  
2125 Park Boulevard  
San Diego, CA 92101  
Telephone: 619-235-1169  
Fax: 619-235-1197  
Email: [parkpermits@sandiego.gov](mailto:parkpermits@sandiego.gov)

### C. POLICE DEPARTMENT FILM LIAISON

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San Diego Police Department Traffic Division  
9265 Aero Drive  
San Diego, CA 92123  
Telephone: 858-627-3233  
Fax: 858-627-3235  
Email: [dganley@pd.sandiego.gov](mailto:dganley@pd.sandiego.gov)



D. FIRE-RESCUE DEPARTMENT LIAISON

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San Diego-Fire Rescue Department Fire Prevention Bureau

1010 Second Avenue, Suite 300

San Diego, CA 92101

Telephone: 619-533-4400

Fax: 619-533-3322

Email: [spfdevents@sandiego.gov](mailto:spfdevents@sandiego.gov)

E. DEVELOPMENT SERVICES DEPARTMENT, ELECTRICAL PERMITS

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Building and Construction Safety Division

9601 Ridgehaven Ct, Ste 220

San Diego, CA 92123

Telephone: 858-573-1223

Fax: 858-492-5098

Email: [mchrysler@sandiego.gov](mailto:mchrysler@sandiego.gov)