



2030 Addison Street, #102, Berkeley, California 94704 FILMBERKELEY.COM
P 510.549.7040 800.847.4823 F 510.644.2052 E film@visitberkeley.com

Filming & Photography Permit Guidelines

Film@visitberkeley.com / (510) 549-7040 / fax (510) 644-2052

1. Filming and Photography permit applications will be arranged through the Berkeley Film Office. Berkeley Film Office will coordinate the permit process with the Permit Service Center, and will make referrals to departments and other jurisdictions in order to arrange orderly filming in compliance with the law. Permits will be issued by the City of Berkeley Permit Service Center.
2. Berkeley requires a minimum of One Million Dollars of General Liability, Auto Liability, and Workers Compensation coverage while filming. Both the original certificate of insurance AND additional insured endorsements naming as additionally insured "the City of Berkeley, its officers, agents and employees", 2180 Milvia Street, Berkeley, Ca. 94704, must be received by the Berkeley Film Office before a Film Permit can be issued. Limits of liability shall be established by the Risk Manager, depending upon the nature of the filming.
3. A filming permit fee payable to the City of Berkeley will be charged for each day of filming, except for student productions, providing appropriate paperwork is completed and approved.
 - \$100.00 per day: Video, Documentary, Corporate / Industrial, Web Content, Still Photography
 - \$150.00 per day: Music Video, TV Commercial, TV Series/Pilot/Movie, Feature Film
4. Applications for a filming permit that involves the use of pyrotechnics; closure or partial closure of major or collector streets and/or the re-routing of public transportation shall be made a minimum of seven (7) business days prior to the first day of filming.
5. Applications for a filming permit that involves closure or partial closure of any other type of street shall be made a minimum five (5) business days prior to the first day of filming.
6. Applications for all other filming shall be made a minimum of three (3) business days prior to the first day of filming.
7. Uniformed Police Officers, working voluntary duty on an overtime basis only will be assigned to motion picture details when the Chief of Police deems it advisable for public safety and convenience. The number of officers assigned will be determined by the Police Department, depending on the extent of filming and other factors. A deposit for Police services will be required in advance.
8. No City insignia, uniform, vehicle, equipment, personnel identified or identifiable as such may be used or filmed without the express written consent of the City. The issuance of a film permit does not constitute such consent.
9. Berkeley streets must be posted for parking at least 48 hours prior to call time for metered areas and 72 hours prior for non-metered areas. A Parking Permit base fee is \$34.00. A flat fee of \$15.80 per meter per day will be assessed for parking meters utilized during filming. No Parking signs will be issued by the Berkeley Film Office for the duration of filming at \$15.00 per sign. Advance written notice may be required in some areas of the City, providing information of dates, time of filming, a contact phone number and name of the Production Company representative.
10. Residential areas can be used for filming only between the hours of 8:00 a.m. and 10:00 p.m. Night shooting between the hours of 10:00 p.m. and 8:00 a.m. is restricted without the prior express joint written approval of the Berkeley Film Office and the Berkeley Police Department.

11. All production vehicles shall be visibly identified with (including equipment rental vehicles) the name of the production company. Cab cards, issued by the Berkeley Film Office, with such identification is to be placed in the windshield of each vehicle while on location. The Film Parking Permit provides parking privileges on city streets for vehicles essential to your shoot including equipment trucks, lifts, cranes, motorhomes and honeywagons. Crew or personal vehicles are not allowed in posted parking under any circumstances and will be ticketed and possibly towed. Motorhomes with pop-outs cannot be used on city streets.
12. Commercial areas may be restricted between the hours of 6:30 a.m. to 9:30 a.m. and 3:30 p.m. and 6:30 p.m., without the prior joint written approval of the Berkeley Film Office and the Police Department. Otherwise, commercial areas are available for filming. Industrial areas can be used for filming 24 hours a day, with care given not to affect the work activities in the area.
13. Companies may be requested to provide the Berkeley Film Office and the Police Department with copies of shooting scripts and location schedules, so that potential traffic and parking problems can be anticipated and avoided.
14. A film company, no later than 72 hours before shooting in a residential neighborhood, must notify in writing the residents in the area as to the company, shooting times, and the name, address, and phone numbers of the companies' local office or representatives. Notification fliers must be submitted to the film office for approval prior to their distribution. Template is available.
15. Signature requirements: Situations in which signature surveys are normally required include filming activity in residential areas that begin before 8:00 a.m., or continue after 10:00 p.m., the use of explosive or pyrotechnic effects, low flying aircraft, or long term filming in one neighborhood. Signatures are not required if determined by the Berkeley Film Office and the Police Department that noise is of normal levels inherent in "film production".
16. Food Service: Meals shall not be eaten on public right-of-way, including sidewalks. Productions must secure an off street location for catering and craft service. If food is prepared on site, all temporary food facilities must comply with applicable requirements of the California Uniform Retail Food Facilities Law. The City of Berkeley does not charge a fee or require individual permits for temporary food facilities in conjunction with film production. If food is catered, the provider must have a valid health permit and measures taken to ensure that the food served is pure, free from contamination, adulteration and spoilage. Information concerning these requirements is available by contacting the Division of Health Protection at (510) 981-5110.
17. No littering is permitted and all garbage must be cleaned up completely when leaving the location.
18. Sound Amplifier: In accordance with City of Berkeley Municipal Code 13.40.100, if sound amplification is used, the volume must be kept at a level, which may not exceed 10dba above the ambient noise level at any point fifty (50) feet from the sound amplifying equipment. The Noise Control Officer may allow higher limits upon a showing that an expected audience cannot be effectively communicated to within the above limits. Information concerning these requirements is available by contacting Division of Health Protection at (510) 981-5110.
19. The production company shall not interfere with the normal activities of a neighborhood. Filming crews and equipment should not interfere with street sweeping or refuse collection. The public must not be deprived egress and ingress to private or public property (no blocking driveways, alleys, doorways, handicapped access).
20. If animals are used on location, the production company may be required to have an animal trainer and veterinarian on the set.
21. A filing fee of \$22.00 will be applied to your permit fee.
22. A 5% Technology Fee will be applied to the total of each film permit issued.