

Instructions for Completing the Certification of Notifications Form

Filmmakers must notify any residents or businesses that may be impacted by filmmaking activities within 48 to 72 hours of proposed filming as identified by the City's filming staff, prior to issuance of a Location Filming Permit. Impacted properties include those affected by any one or more of the following:

- Temporary Parking Requests (mandatory 72 hour notice)
- Temporary Street Closures
- Outdoor Lighting
- Exterior Noise

If you are unsure of whether your filming requires notifications, please contact Customer Services at (805) 583-6736.

If nobody is present at an address, a copy of the Notice of Proposed Filming may be left at the address. In such instances, list the address and indicate "No one home; left notice" in the "Name" and "Signature" columns. A second attempt to reach the occupant may be required depending on the scope of filming.

If a notified party does not wish to sign the form, list the address and indicate "Would Not Sign" in the "Signature" column.

A copy of the Notice of Proposed Filming must accompany the completed Certification of Notifications.

For filming with major impacts to residential areas, the City may require the applicant to obtain permissions from surrounding property owners utilizing the Certification of Permissions form when one of the following occurs:

- Late-night filming hours in or adjacent to residential neighborhoods
- Intermittent or Full Street Closures
- ITC/IPC services
- Cul-de-sac street filming
- Other unusual filming requests

To determine if the proposed filming might require permission, please contact Customer Services at (805) 583-6736 for forms or instructions.

