



## Parks and Community Services Department

# **E-SUBMITTAL FILM PERMIT CHECKLIST AND QUESTIONNAIRE**

Please save and upload PDFs of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Permit Request Portal must comply with the E-Plan Submittal Requirements.

**STEP 1:** Apply for "Film Permit" on [TESSA](#).

**STEP 2:** Complete the Film Permit Application.

**STEP 3:** Review additional required documents and questionnaire below.

**STEP 4:** Upload your additional required documents as PDF attachments to your application.

**STEP 5:** Review invoice and submit payment. *Permit is subject to additional conditions, documents, or permits upon Department review.*

### **ADDITIONAL INFORMATION**

1. All submissions must comply with the [City of Costa Mesa Municipal Application Policy regarding Filming Activities](#).
2. All filming events being held on private property or interfering with the public rights-of-way, are required to submit documentation of property owner's permission, consent, and/or lease for use of property not owned or controlled by the city when submitting their Film Permit Application.
3. Once your application has been received and reviewed you will receive an invoice for payment for both the application and permit fee(s). *Please note, your submittal will not be distributed to the applicable City departments, nor will your application review period begin, if application is incomplete. All additional required documents must also be submitted at time of the application in order to be deemed complete.*
4. All steps must be completed and approved before a permit can be issued.

### **ADDITIONAL REQUIRED DOCUMENTS**

- [Certificate of Insurance](#)
- Site Plan (*Map indicating the location of: filming activity, parking, and equipment loading/off-loading*)
- Project Itinerary (*If filming is at a City Park, include hourly breakdown of use in the park.*)
- Written approval for property use (*Applicable to filming activities on private property*)
- [Signed Provisions and Indemnification, Defense, Hold Harmless Form](#)

### **QUESTIONNAIRE**

1. Are you submitting your Film Permit Application with seven (7) working days before the date of the proposed filming activities?  
 Yes       No (If no, complete 2)
2. I understand that a Film Permit application must be submitted seven (7) business days in advance. Any submission prior is subject to denial.     Yes       No