



Table of Contents

Click on a topic to jump to its page.

MAP OF CUSTOMER DASHBOARD	2
STEP 1: CREATE YOUR PROJECT TITLE	3
PRODUCTION COMPANY PAGE	3
ADDING A NEW PRODUCTION COMPANY	4
GENERAL INFORMATION PAGE	5
STEP 2: ADD YOUR FIRST LOCATION AUTHORIZATION (LA)	6
LA PURPOSE PAGE	6
LOCATION SELECTION PAGE	7
LOCATION DATES PAGE	7
LOCATION INFO: POSTED PARKING & LANE CLOSURE PAGE	9
ACTIVITIES PAGE	10
EQUIPMENT & PERSONNEL PAGE	12
SUMMARY INFORMATION PAGE	13
STEP 3: PAY YOUR APPLICATION FEE	14
APPLICATION FEE INFORMATION PAGE	15
APPLICATION INVOICE PAGE	15
SECURE PAYMENT PAGE	16



MyFilmLA Guide

How to Apply For a Permit

MAP OF CUSTOMER DASHBOARD

- 1. Home:** View and submit project titles, locations, and drafts.
- 2. Documents:** Upload requested documents and view past permits.
- 3. Payments:** Pay permit fees and view invoices.
- 4. Manage:** Manage contact and company information.
- 5. Resources:** View more guides on how to use MyFilmLA.

» **Ready for Payment/Requested Documents:**
These boxes indicate any outstanding invoices or open document requests.



Ready For Payment
0

Requested Documents
0

PROJECT TITLE	NEW	ED	CLO	15
---------------	-----	----	-----	----

» **Project Titles:**
Create and edit project titles here and add new locations to projects.

New to MyFilmLA? Click here to get started.

My Location Authorizations

PURPOSE	LOCATION ADDRESS	LA ID	GR	STATUS	1ST ACTIVITY	CHANGE	PRODUCTION COMPANY NAME	INS ST
---------	------------------	-------	----	--------	--------------	--------	-------------------------	--------

» **My Location Authorizations:** View locations here that have been added to a specific project. Right-click on a location to view a menu of options (i.e. request changes, download drafts, view FilmLA coordinator).

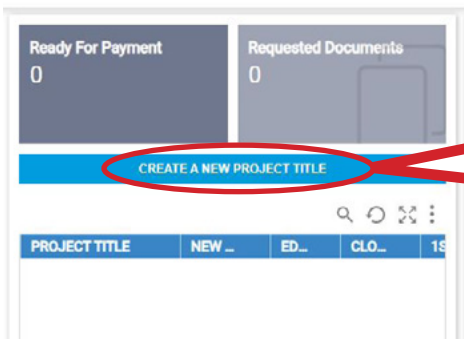
Saved Drafts | Associated Locations

LOCATION ADDRESS	DRAFT DESCRIPTION	LAST MODIFL
------------------	-------------------	-------------

» **Saved Drafts:** View and resume draft locations here.

Go to next page for "How to Apply for a Permit" step-by-step guide.

STEP 1: CREATE YOUR PROJECT TITLE

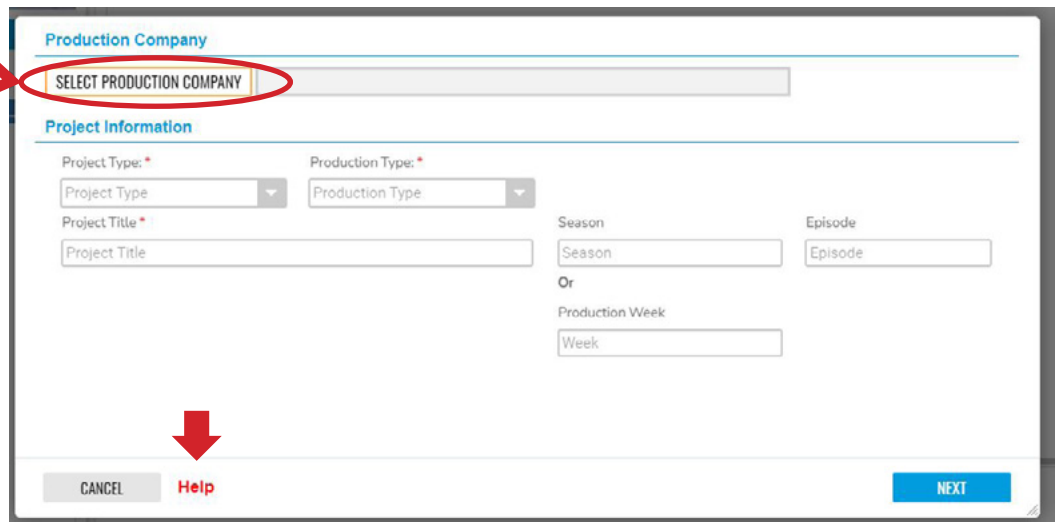


» Click **CREATE A NEW PROJECT TITLE** in the blue rectangular box toward the upper-left corner of your screen.

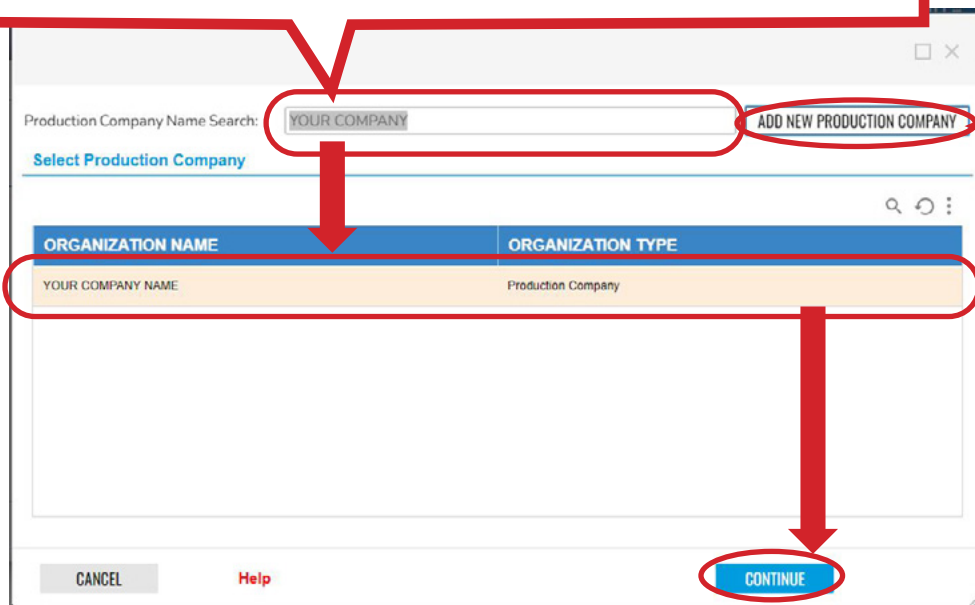
PRODUCTION COMPANY PAGE

» Next, add the **production company** to your project by clicking **SELECT PRODUCTION COMPANY**.

TIP: If you need additional guidance at any point in the application process, look for the red **HELP** button at the bottom of each application pop-up window.



» In the box, **type to search** and then **select** an existing production company so that it's **highlighted in yellow**, then **click CONTINUE**.



» If your company is not in our system, **click ADD NEW PRODUCTION COMPANY**.

» Continue with the instructions on the next page.

ADDING A NEW PRODUCTION COMPANY

» A "Company Details" page will open for you to add a new production company.

» **Fill out all fields** with an asterisk, then **click CREATE**.

» A new page will confirm your new company creation. **Click OK to continue**.

» The "Production Company" page should now show your company. Select it so it is **highlighted in yellow**, then **click CONTINUE**.

» Next, **enter your Project Type, Production Type, and Project Title**. If you are a student, select "Student Film" as your Production Type. Once completed, **click NEXT**.

GENERAL INFORMATION PAGE

- » **Enter the general information** for your project. Please note “Location Assistant” is an optional field, and “Photographer” is a required field for still photo projects only.
- » Once completed, **click FINISH.**

The screenshot shows the 'General Information' page with the following sections:

- Project Title Details:** Includes an 'update' link and the text 'YOUR PROJECT'.
- Applicant Contact Information:** Includes a 'change' link and fields for 'YOUR NAME', 'YourEmail@Email.com', and '(555) 555-5555'.
- Production Company:** Includes a 'select' link and fields for 'YOUR COMPANY NAME', '6255 Sunset Blvd', 'Los Angeles, California 90028', and 'Primary: (213) 977-8600 Secondary:'.
- Location Manager:** Includes a 'select' link and a checkbox for 'Same as Applicant Contact'.
- Production Office:** Includes a checked checkbox for 'Same as Production Company Address' and the same address and phone number as the Production Company section.
- Location Assistant:** Includes a 'select' link.
- Permit Service Company & Contact:** Includes the question 'Is a Permit Service being used for this Application?' with radio buttons for 'No' and 'Yes'.
- Production Team:** Includes fields for 'Producer', 'Director', 'First Assistant Director', 'Production Manager', and 'Photographer', each with 'First Name' and 'Last Name' sub-fields.

At the bottom of the page, there are 'CANCEL', 'Help', and 'FINISH' buttons. The 'FINISH' button is circled in red.

The screenshot shows the 'Ready For Payment' and 'Requested Documents' section. Below these are two buttons: 'CREATE A NEW PROJECT TITLE' and 'CREATE A NEW PROJECT TITLE'. Below the buttons is a table with the following columns: PROJECT TITLE, NEW, ED, CLO, 1ST A. The table contains two rows: 'YOUR COMPANY NAME' and 'YOUR PROJECT'. The 'YOUR COMPANY NAME' and 'YOUR PROJECT' rows are circled in red.

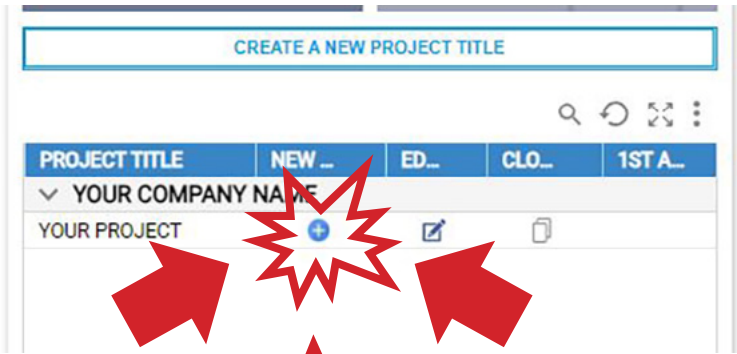
- » Now, your company name and project title will be visible on the left-hand column of your home page.

Go to next page for “Step 2: Add your First Location Authorization (LA)”

STEP 2: ADD YOUR FIRST LOCATION AUTHORIZATION (LA)

You can now start adding locations to your project title. Locations added in MyFilmLA are called Location Authorizations, or LAs.

Each location is entered and submitted individually. If you have multiple locations to add, start by entering and submitting your first location. Then, you can go back and add more locations if you need.

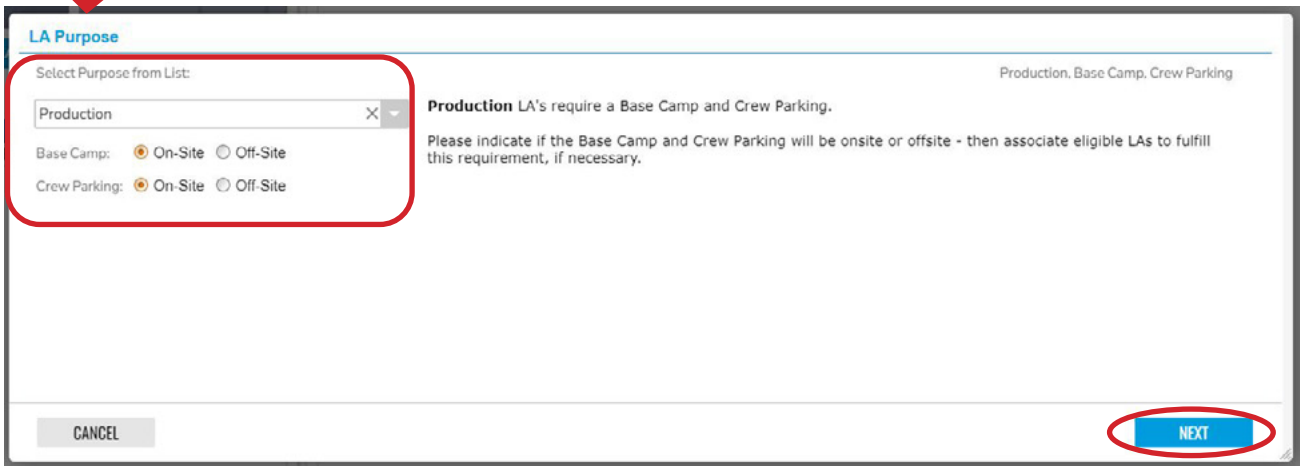


» Click the **BLUE PLUS SIGN** next to your project title to add a new LA.

LA PURPOSE PAGE

» The LA Purpose indicates if the location being entered is a filming, base camp, or crew parking location. **There are 3 options to choose from in the drop-down field:**

- Production (the filming location)
- Base Camp
- Crew Parking



- » If you're adding a filming location to your project, choose **PRODUCTION**.
- » Then, select **On-Site** or **Off-Site** for Base Camp and Crew Parking. If all your activity will take place at the filming location, select "On-Site" for both. ***If Base Camp and/or Crew Parking is elsewhere, you will need to select "Off-Site" and add them as separate LAs.***
- » Once finished, click **NEXT**.

LOCATION SELECTION PAGE

» **Enter the address, location name, or cross-streets** where you'll be filming. Once the area is mapped, **enter a location description**. The location description is a required field.
****If you're trying to enter a grid location, see our guide for Grid Locations.****

Location Selection | Production, Base Camp, Crew Parking - LA00101264-1

Find Location

Find address or place

Please provide additional details (i.e. floor/unit number, business name, stretch of road being used, grid boundaries)

Use this location

Select a Location Type: Location Type

Open To Public?

CANCEL LA Help SAVE & QUIT BACK NEXT

» **Click USE THIS LOCATION.**

» Next, **SELECT A LOCATION TYPE** and check the box if the location will be open to the public.

» **Click NEXT** when you're ready to continue.

LOCATION DATES PAGE

» **Enter the daily schedule** for your location and **select the type of activity** taking place there:

- Prep
- Film
- Strike
- Hold (holding equipment overnight)
- Base Camp
- Crew Parking

Note: Times should be entered in military time.

Location Dates | Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101264-1

Select Type Then Enter Daily Schedule

Type: Prep Film Strike Hold Base Crew

Starts: 8/1/2023 07:00:00 - 22:00:00

Repeat: None Daily Weekly

For Reference Only

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

First Activity Date: Last Activity Date: REMOVE EDIT

SCHEDULE TYPE	START DATE	START TIME	END DATE	END TIME	OVERNIGHT
---------------	------------	------------	----------	----------	-----------

Location Dates | Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101264-1

Select Type Then Enter Daily Schedule

Type: Prep Film Strike Hold Base Crew

Starts: 8/1/2023 07:00:00 - 22:00:00

Repeat: None Daily Weekly

For Reference Only: August 2023

Calendar: Su 30, Mo 31, Tu 1, We 2, Th 3, Fr 4, Sa 5

ADD

First Activity Date: 8/1/2023 7:00:00 Last Activity Date: 8/1/2023 22:00:00 REMOVE EDIT

SCHEDULE TYPE	START DATE	STAR...	END DATE	END TIME	OVERNIGHT
Film	8/1/2023	7:00:00	8/1/2023	22:00:00	No

Total Days: 1

CANCEL LA Help SAVE & QUIT BACK SKIP NEXT

» Once entered, be sure to **click ADD**. The date will appear in the box below.

» **To add another date**, change the selections you made on the top half of the screen, then **click ADD** again. Your new entry should also appear in the box below.

Location Dates | Production, Base Camp, Crew Parking - FilmLA, 6255 W Sunset Blvd, FI 12, Los Angeles, CA, 90028, USA

Select Type Then Enter Daily Schedule

Type: Prep Film Strike Hold Base Crew

Starts: 11/1/2023 07:00:00 - 22:00:00

Repeat: None Daily Weekly

Repeat for: 2 day(s)

Repeat Ends: 11/3/2023

Occurs every day starting Wednesday November 1, 2023 and ending Friday November 3, 2023.

ADD

First Activity Date: 11/4/2023 6:00:00 Last Activity Date: 11/4/2023 17:00:00

» To quickly **add a repeating schedule**, enter the first date with start and end times, then **select the repeating schedule type** (days or weeks). Now more options will drop down.

» **Enter the length of time** for the repeating schedule and **click ADD**.

» When you have finished adding your dates, **click NEXT**.



MyFilmLA Guide: How to Apply For a Permit

LOCATION INFO: POSTED PARKING & LANE CLOSURE PAGE

Location Information Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101264-1

Entered Location Name: 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA

Jurisdiction: Los Angeles City
 Political Jurisdiction: CD 13 | SD 3 | SD 3
 Police Jurisdiction: LAPD Hollywood Division
 Fire Jurisdiction: LAFD

External Notes: Production Required: Contact Solution Services to check availability when filming on 12th Floor, FilmLA Offices | FilmLA monitor required when filming on the 12th Floor, FilmLA Offices.

Posted Parking & Lane Closure

Posted Parking Required? Yes No
 Lane Closure Required? Yes No

CANCEL LA BACK NEXT

» The new page will show your Location Information and a **“Posted Parking & Lane Closure”** section.

» Indicate whether you’re requesting Posted Parking or Lane Closures at this location by **selecting YES or NO** next to each category. Then **click NEXT**.

» **If you selected YES to either Posted Parking or Lane Closures**, the next page will allow you to add them. If you selected NO, skip to selecting options in the **“Activities”** page.

Posted Parking Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101264-1

Location Authorization Features (1)
 LA00101264
 Production ID

W Sunset Blvd, Argyle Ave, Selma Ave, Hollywood Palladium, CBS Radio & TV, Harold Way, W Sunset Blvd, W/S Argyle Ave, Sunset Blvd - Selma Ave

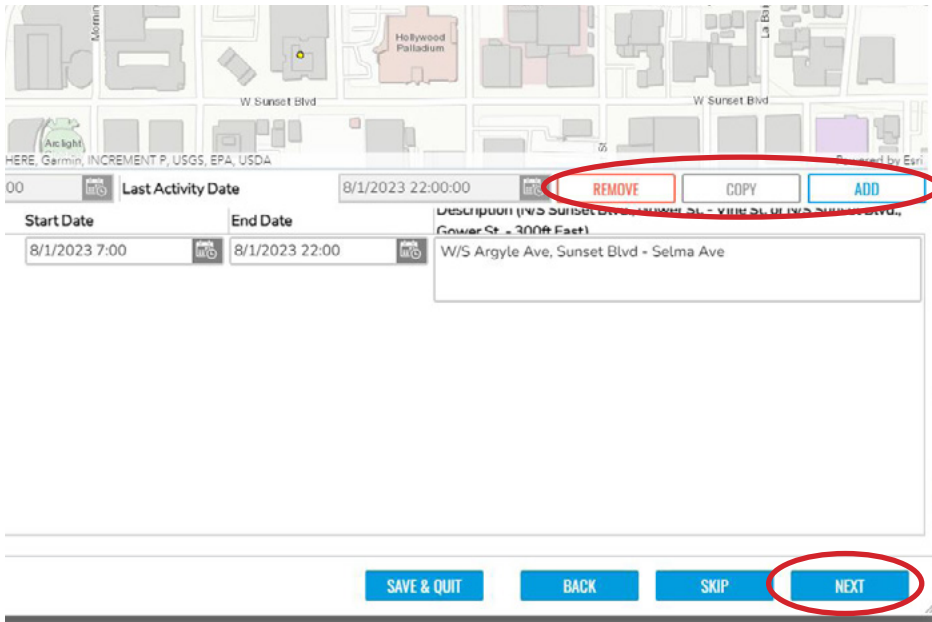
First Activity Date: 8/1/2023 7:00 Last Activity Date: 8/1/2023 22:00:00 REMOVE COPY ADD

Posting ID/GIS ID	Lane Closure Type	Start Date	End Date	Description (W/S Argyle Ave, Sunset Blvd - Selma Ave)
Type		8/1/2023 7:00	8/1/2023 22:00	W/S Argyle Ave, Sunset Blvd - Selma Ave

3* 1 2

» **To add Posted Parking and/or Lane Closures to your LA:**

1. **Select the dates and times** for your posted parking or lane closure.
2. In the **description box**, enter the **specific section** of road you’re requesting.
3. ***For lane closures only**, you will need to **select the type of lane closure** you’re requesting.

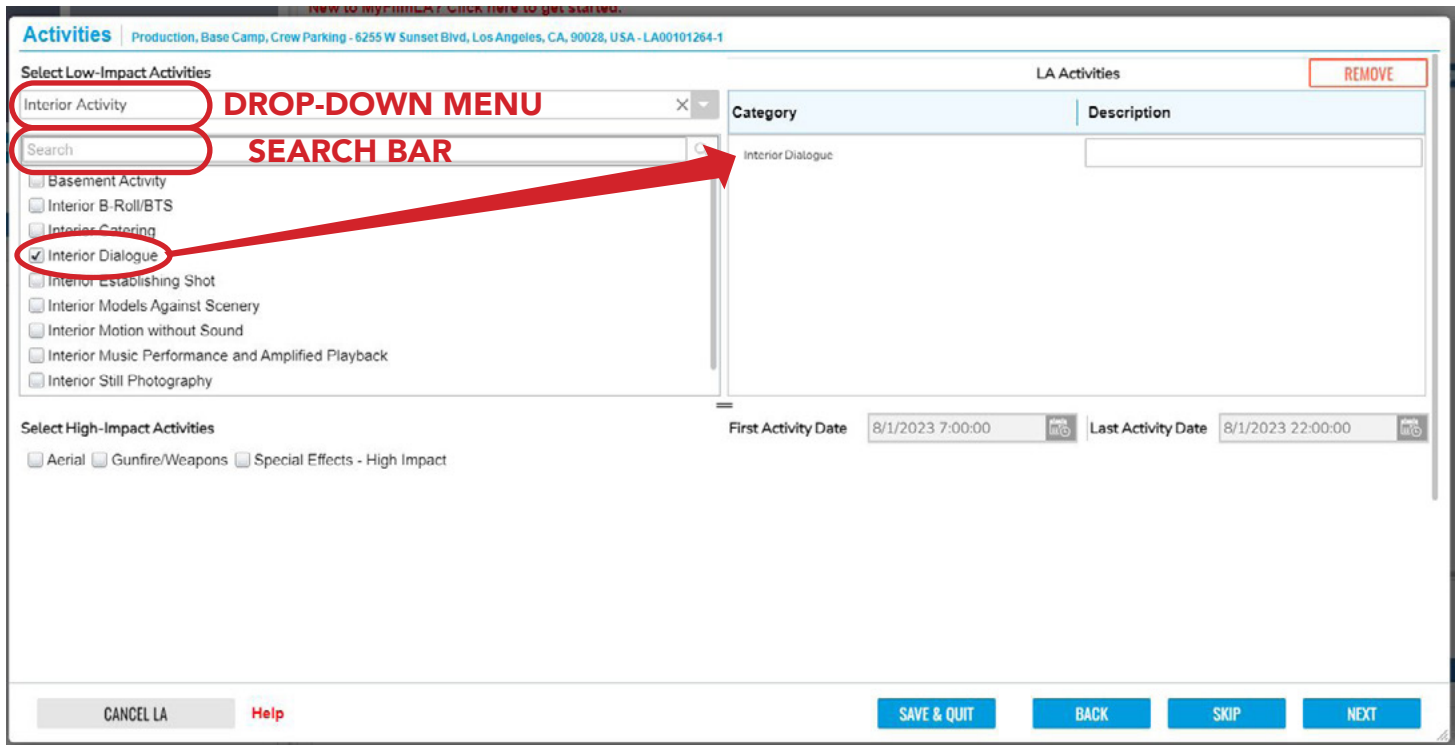


- » If you need to **add additional lines** of posted parking or lane closures to your LA, **click ADD**.
- » If you want to **duplicate a line**, **select the line and click COPY**.
- » If you want to **remove a line**, **select the line and click REMOVE**.

» **Click NEXT** when you are ready to continue.

ACTIVITIES PAGE

» **First, select your Low-Impact Activities.**



- » **Use the search bar** to find an activity. Type in a word or phrase and hit enter. Or, you can choose an activity category from the **drop-down menu**.
- » **Next, check the box next to an activity** to add it to your LA. Once checked, it will appear on the right side of your screen. You may also add an optional description to the activity.
- » If you need to remove a selected activity from your LA, simply uncheck the box.

» Next, **select your High-Impact Activities** (if applicable).

High-impact activities require more complex coordination and can increase processing time. These activities include (but are not limited to) aerial activity, gunfire, and special effects.

» **Check the box** next to the high-impact activity you want to add.

» Then **use the drop-down menu** to find the right category.

» **Fill out all fields** next to the activity you've chosen. *It's important to be as specific and accurate as possible.*

» **Click ADD** to add the activity to your LA. If you do not click ADD, the request will not show up on your permit application.

» **Click NEXT** when you're ready to continue.

EQUIPMENT & PERSONNEL PAGE

- » First, select Equipment. **Use the search bar** to find an equipment type. Type in a word or phrase and hit enter. Or, choose an equipment category from the **drop-down menu**.
- » **Check the box next to an equipment type** to add it to your LA. Once checked, it will appear on the right side of your screen. **Be sure to adjust the count for each type of equipment you select.** You may also add an optional description to the equipment.
- » To remove a selected equipment type, simply uncheck the box.

Equipment & Personnel | Production, Base Camp, Crew Parking - FilmLA, 6255 W Sunset Blvd, Fl 12, Los Angeles, CA, 90028, USA - LA00101543-1

Select Equipment

Trucks & Trailers **DROP-DOWN MENU**

Search **SEARCH BAR**

10-Ton

2500 Gallon Water Truck

4000 Gallon Water Truck

5-Ton

Cube (1 to 3 Tons)

Dual-rear Wheel Flatbed Truck

Honey Wagon

Motor Home

Count	Category	Description
3	Cube (1 to 3 Tons)	

LA Equipment REMOVE

Total Equipment 3

- » Next, select Personnel. **Check the box next to each personnel type** you want to add to your LA. **Be sure to adjust the count for each personnel type you select.** You may also add an optional description to the personnel type.

Select Personnel

Search

Audience Members

Cast

Crew

Extras

Count	Role	Description
10	Crew	

LA Personnel REMOVE

Jurisdiction 0 Production 10 Other 0 Total 10

CANCEL LA Help SAVE & QUIT BACK SKIP **NEXT**

- » **Click NEXT** when you are ready to continue.
- » A **"Basecamp & Crew Parking"** page will open where you will have the option to enter additional notes. When finished, **click NEXT**.

SUMMARY INFORMATION PAGE

» This is a summary of all the information you've entered for this LA. **Make sure everything looks right** before you submit your LA.

Summary Information

Applicant:	Your Name	Date:	6/29/2023
Location Activity Type:	Production, Base Camp, Crew Parking	Case ID:	LA00101264-1
First Activity Date:	8/1/2023	Last Activity Date:	8/1/2023

General Details

Production Title:	YOUR PROJECT	Location Manager:	Name
Type of Production:	Feature Film - Scripted	- Email:	email@email.com
Production Company:	YOUR COMPANY NAME	- Phone:	(555) 555 5555
Production Office:	YOUR COMPANY NAME	Location Asst:	
Insured Company:	YOUR COMPANY NAME	Producer:	Producer Name
Bill to Company:	YOUR COMPANY NAME	Director:	Director Name
Permit Service Company:		First Asst Director:	First AD Name
FilmLA Coordinator:		Production Manager:	Production Manager Name
		Permit Service Contact:	
		- Email:	
		- Phone:	
		Photographer	

Fees

Project Type:	Filming
Production Type:	Feature Film - Scripted

Associations MANAGE

Status	Base Camp(s)	Crew Parking(s)	Production(s)
	Base Camp: On-Site	Crew Parking: On-Site	

Location Details:

Entered Location Name: 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA
Location Type: Office Building
Location Description: Enter a location description here.

Jurisdiction: Los Angeles City
Political Jurisdiction: CD 13 | SD 3 | SD 3

Buttons: CANCEL LA | Help | **BACK** | **EMAIL** | **DOWNLOAD** | **PREVIEW** | **SUBMIT**

» To make changes, click **BACK**.

» If everything looks good, click **SUBMIT**.

» Use the **EMAIL, DOWNLOAD, and PREVIEW** buttons to email, download or view a draft of your LA.

Go to next page for "Step 3: Pay Your Application Fee"



STEP 3: PAY YOUR APPLICATION FEE

The last step in submitting your first location (LA) is paying the FilmLA permit application fee. **FilmLA cannot start processing your request without this payment.**

IMPORTANT: The application fee is non-refundable. Please ensure you are meeting all permitting deadlines before submitting payment.

At this time, **FilmLA only accepts payment via credit card.** There will be a 3-4% processing fee. *Established companies may also apply for a business credit account with FilmLA. To learn more, please visit filmla.com.*

Have more than one location to add?

It's best to submit and pay for your first location first, then go back and add your remaining locations. Your FilmLA permit application fee covers up to 5 locations over 7 consecutive days (with some exceptions).

The screenshot shows a web browser window with the FilmLA logo in the top left corner. The main heading is "PERMIT GENERAL TERMS, CONDITIONS AND RESTRICTIONS". Below this heading is a scrollable text area containing four numbered sections: 1. AUTHORITY, 2. PERMIT REQUIREMENT, 3. PERMIT AMENDMENTS, and 4. COMPLIANCE WITH LAWS. At the bottom of the text area, there is a checkbox labeled "I agree to the terms & conditions" which is checked. Below the checkbox are two buttons: "DECLINE" and "ACCEPT". The "ACCEPT" button is highlighted with a red circle.

» First, please accept the Permit General Terms, Conditions and Restrictions by checking "I agree". Then click **ACCEPT**.



MyFilmLA Guide: How to Apply For a Permit

APPLICATION FEE INFORMATION PAGE

Application Fee Information | Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101298-1

FILMLA NON-REFUNDABLE FILM APPLICATION FEE

Project Title:
YOUR PROJECT

Bill To Company Details:
YOUR COMPANY NAME
6255 Sunset Blvd
Los Angeles, California, 90028
United States

Project Type: Filming
Production Type: Feature Film - Scripted
Application Fee: \$895.00

Select Payment Option: * Credit Card

If you have multiple locations to add to this project title, you will need to submit payment for the first one before adding any additional locations. Your application fee allows for up to 5 Production Locations within a 7 day period. Some exceptions may apply.
[To learn more about the application process \(click here\) *](#)

Production Locations Submitted | 1

You are about to submit your permit application. Your permit application fee is non-refundable. Please be sure prior to moving forward that you meet the minimum time required for application processing. Minimum permit processing time varies by jurisdiction and requested film activities can be researched in the Jurisdiction Requirements on our website.*

Late applications will be rejected, and the application fee will not be refunded. Contact Solution Services at 213.977.8600 if you are unclear about the timelines that apply in your situation. Application fees will also not be refunded in the event of your elective cancellation.

Reminder: Once the first location is released for your project, a new Application Fee will be required to add any new locations.

If you believe you are being charged an incorrect fee, please reach out to FilmLA before moving forward. 213-977-8600 or myfilmiasupport@filmia.com [Jurisdiction Requirements *](#)

CANCEL LA **RESUBMIT** **SAVE & QUIT** **VIEW QUOTE** **PROCEED**

» Select the **CREDIT CARD** payment option from the drop-down menu.

Note: If you have a business account with us, you will have the option to select CREDIT.

» Click **PROCEED** to continue to payment.

» If you want to save and pay later, select **SAVE & QUIT**.

APPLICATION INVOICE PAGE

Application Invoice

Please note that is a Non-Refundable FilmLA Application Fee

Bill To Company Details:
YOUR COMPANY NAME
Los Angeles 90028
6255 Sunset Blvd
United States

Invoice Number: 382260
Invoice Status: New
Invoice Date: 7/12/2023
Amount Due: \$895.00
Payment Terms: Due Upon Receipt

Approving Group Name: AFG-75770 - YOUR PROJECT **Approving Group ID:** AFG-75770

Is Payment International? * Yes

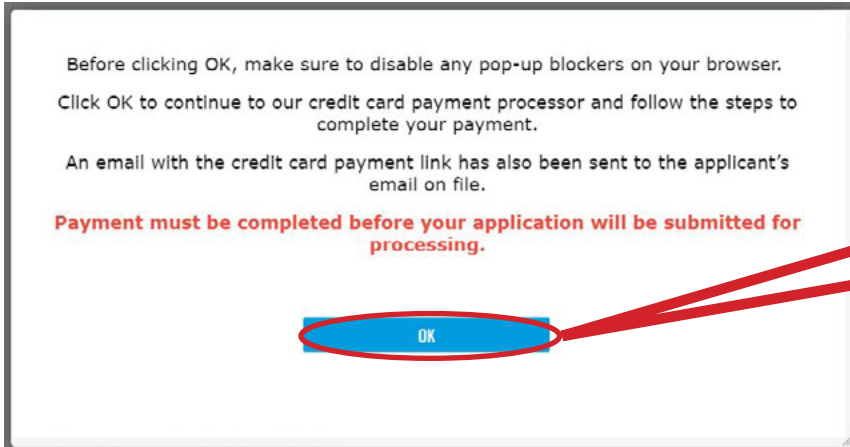
Fee Code	Resource Name	Type	EST. Charge	Final Amount
APPL_FILM	FILMLA NON-REFUNDABLE FILM APPLICATION FEE	Administration Fee	895.00	895.00

CANCEL LA **VIEW PDF** **PROCEED TO PAYMENT**

This page confirms the amount due for your FilmLA permit application fee.

You can also **download a PDF** version of the application fee invoice by clicking **VIEW PDF**.

» Click **PROCEED TO PAYMENT** when you're ready to continue.



» NOTE: Make sure any **pop-up blockers are turned off** at this point. When ready, **click OK**.

SECURE PAYMENT PAGE

- » You'll be redirected to a secure payment page. **Fill out your information and click PAY.**
If the web page does not load, you can also pay through the Payments tab on your MyFilmLA Customer Dashboard.
- » Once payment has been submitted, you'll be redirected back to MyFilmLA.

Did you only have one location to submit? Congratulations, you're all done!

If you have additional locations to add to your application, each one will need its own LA.

- » Find your **existing project title** and **click the blue plus sign** next to it to create a new LA. **Follow the same process as outlined in Step 2 for your next location.** *If your location is within the allowable 5 locations/7 consecutive days, you should not be prompted to pay another application fee.*