

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Office
650/375-7422
Fax: 650/375-7415



1600 Floribunda Avenue
Hillsborough
California 94010

Motion Picture and Television and Other Commercial Photography Film Production Permit Process

Commercial filming is permitted in Hillsborough on a limited basis and subject to certain conditions, pursuant to Hillsborough Municipal Code (HMC) Section 17.16.012. There should be little or no indication, off of the subject site, that such activity is occurring.

- A Filming Permit, issued by the Planning Division, is required prior to initiating the activity. A minimum of three (3) full business days is generally required to process a film permit production application (attached).
- Prior to submittal of an application, the applicant shall contact the Central County Fire Department **14 days prior** to the production date. An additional permit through the Fire Department may be required, depending on the scope of the production. Central County Fire, phone: (650) 558-7600.
- The property owner shall notify the immediate neighboring property owners (*both sides, behind and across the street – Staff to provide addresses*) of the proposed activity and proposed hours in writing. A written statement from the property owner (affidavit of mailing) shall be submitted with the application materials. Standard approved hours are 8:00am – 5:00 pm, however exceptions for extended hours may be requested.
- There should be no indication in the credits, the film, or elsewhere, of the location for the filming, including, but not limited to, references to Hillsborough or shots of the street address.
- There shall be no parking on the street or the parking strip (“sidewalk”) adjacent to the street. All vehicles (including catering) associated with the production shall be contained within the site as noted in the application, either on private property or in parking lots approved by the Planning Division. Any Staff/Crew drop-off and pick-ups shall occur on the private driveway, not in/on the street. No vehicles having more than two axles shall be used in delivering equipment to the site.
- There shall be no “chase” scenes, stunts, pyrotechnics or special effects which are discernable, in any way, from off of the site.
- Applicants shall conform to provisions of the Town’s Noise Ordinance, HMC Chapter 8.36.
- A certificate of general liability insurance, in the minimum coverage amounts of \$1 million per occurrence and \$2 million aggregate, is required. Please list “*Central County Fire Department*” and the “*Town of Hillsborough, its officers, council members, employees, volunteers and agents*” as additionally insured.
- The fee for the Film Permit is \$500/day for private property; if public property is involved, the fee is \$1,000/day. All companies working on this film shoot shall secure a Town Business License to conduct business in the Town.

If you have questions, please contact the Planning Division at 650/375-7422.

Attached: Permit Application

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1600 Floribunda Avenue
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**Motion Picture and Television
And Other Commercial Photography
Film Production Permit**

APPLICATION

(Print Clearly or Type)

Location (address) of filming: _____

Other locations (if any) to be used for parking, staging, etc.): _____

Dates of Filming: _____ Hours: _____

Applicant/Company: _____

Person in charge at location: _____

Title: _____

Mailing Address: _____

Office Phone: _____ Location Phone: _____

Office Fax: _____ Alternate Phone: _____

Attach the following:

- Description of scenes to be filmed; include details of stunts, special effects, etc.
- A list and description of all vehicles associated with the production (including private cars for crew, catering trucks, etc.).
- Proof of insurance.
- Parking plan (on private and/or public property). This is a plan, drawn to (at least approximate) scale and with dimensions, of the parking area(s) that shows how and where the vehicles will be parked and that they fit.
- Property owner's statement about neighbor notification and authorization for the use of the site (copy of the contract can suffice for this second item).
- Permit fee (\$500/day for private property; \$1,000/day for public property) – check to "Town of Hillsborough".
- Town of Hillsborough Business License Number.

AGREEMENT

The permittee hereby agrees to comply with all terms and conditions of the permit and understands that failure to comply with all permit terms and conditions is grounds for permit revocation by the Town of Hillsborough.

The permittee agrees to clean and restore to the same condition as it existed prior to the filming all Town-owned property used during the filming activity.

The permittee agrees that the person specified on the application as being in charge on location will, all times, retain on location a copy of the film permit and that changes to the information provided to the Town on this application, and the attachments thereto, shall be submitted, in writing, for approval within (1) one business day.

The permittee understands that the Noise Ordinance (HMC Chapter 8.32) limits noise generated by this activity to no greater than 80 dBA, measured from fifty (50) feet from the source.

The permittee agrees to reimburse the Town for any and all costs incurred to repair or replace Town property that is damaged as the result of the filming activity associated with this permit.

Furthermore, the permittee shall hold harmless the Town, its officers, officials, employees, volunteers, agents and representatives from all claims and liability of any kind whatsoever resulting from or arising out of the filming activity or issuance of the film permit.

Signature: _____ Date: _____
(Film Production Representative/Applicant)

Print Name: _____ Company: _____
(Film Production Representative/Applicant)

Property Owner Signature: _____ Date: _____

Property Owner Name (printed): _____

