



# FIRE SAFETY REGULATIONS FOR PRODUCTIONS & EVENTS

IN THE  
BURBANK, GLENDALE, LOS ANGELES CITY,  
& LOS ANGELES COUNTY AREAS



Disney Crisis Management & Enterprise Risk Management



## Overview & Contact Information

The following fire regulations and codes apply to the Walt Disney Studios (and other Burbank facilities), the Grand Central Business Center (and other Glendale facilities), and Prospect Studios. The purpose of this guideline is to assist television and film production companies, construction contractors, and Disney employees in preparation to comply with Federal, State and Local Fire Codes. These guidelines may also be helpful for production companies filming on location in California, as it contains standardized information utilized by other fire jurisdictions. The information in this guideline consists of the “most frequently used” fire and life safety codes and regulations pertaining to day-to-day operations of studio facilities, production locations, and general business operations. These requirements are not all-inclusive and cannot anticipate all of the potential production related hazards or fire/life safety code violations. In preparation for construction, production and mock-ups, please contact the Walt Disney Company Fire Prevention Office in your area if you have questions regarding these guidelines. Each office listed below maintains updated codes and regulations for production companies and employees to use as reference material. Contact information and hours of operation is listed below:

### Burbank (Walt Disney Studios & other Burbank facilities)

Contact	Tom Propst, Fire Captain
Alternate	James Capodiecici, Fire Captain
Alternate	Louie Cherko, Fire Chief
Phone	8228-1171 (818-560-1171)
Hours	Monday – Friday, 6:00 am – 3:00
E-mail	Thomas.Propst@disney.com

### Glendale (Grand Central Business Center & other Glendale facilities)

Contact	James Capodiecici, Fire Captain
Alternate	Tom Propst, Fire Captain
Alternate	Louie Cherko, Fire Chief
Phone	8223-2576 (818-544-2576)
Hours	Monday – Friday, 7:00 am – 5:00 pm
E-mail	James.Capodiecici@disney.com

### Los Angeles (Prospect Studios)

Contact	Desmond Armstrong, Fire Captain
Alternate	James Capodiecici, Fire Captain
Alternate	Louie Cherko, Fire Chief
Phone	8557-4550 (323-671-4550)
Hours	Monday – Friday, 8:00 am – 5:00 pm
E-mail	<a href="mailto:Desmond.Armstrong@disney.com">Desmond.Armstrong@disney.com</a>

All Fire Department personnel can be reached through the  
**Global Security Communications Center**  
24-hours a day | 8228-3220 (818-560-3220)

# Fire & Life Safety Requirement Guidelines

- Events, Wrap Parties & Public Assemblies ..... 1
- Location Shoots & Change in Use ..... 4
- Production Construction ..... 8
- Solid Ceiling Sets & Platform Heat Detection ..... 12
- Stages & On-Lot Filming Activities ..... 13
- Tank Refueling Vehicles ..... 16
- Tents, Canopies, & Membrane Structures ..... 17
- Theater Screening Events ..... 21
- Glossary of Definitions (commonly used terms) ..... 22
  
- Appendix 1A: LAFD Film Unit Studio & Sound Stage Fire Life Safety Requirements 2019
  
- Appendix 1B: LAFD Film Unit Drone Guidelines 2019
  
- Appendix 1C: LAFD Film Unit Audience Show Approval Guidelines 2019

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR ALL EVENTS, WRAP PARTIES & PUBLIC ASSEMBLIES



The following Fire and Life Safety Requirements apply to all events, parties, wrap parties or assemblies. All event or party coordinators are encouraged to contact the Disney Fire Department for additional information or clarification of these requirements. It will be the event or party coordinators responsibility to ensure that all requirements are met prior to start of event.

## Use of Tents, Canopies, Membrane Structures

- Please reference Fire Prevention and Life Safety Requirements guide for tent use.

## General Requirements

- All events, assemblies, and parties (including production wrap parties on sound stages) require permitting by the local Authority Having Jurisdiction (AHJ) and may require assigning of Fire Safety Officers. The number of Fire Safety Officers assigned will be at the discretion of the local AHJ and/or Disney Fire Department.
- Provide a copy of the event plan via email. Plan should include all aspects of the event and shall be to scale with dimensions to show all booths, stages, platforms, seats, tables, exits, fire protection equipment, fire lanes, vehicles, and all equipment specific to the event. Events that require submitting plans must be done 2 weeks prior to actual event.
- The owner, manager, event coordinator, and/or responsible person of the event shall be responsible for compliance with all fire and life safety requirements.
- Events in sound stages, office buildings, theaters, and exterior locations will require that all fire and life safety requirements remain in compliance for the duration of the event.
- Obtain approval from the AHJ and/or Disney Fire Department for temporary structures over 400 square feet and for all temporary electrical connections.
- The approved occupancy of any event or occupancy load of any stage, office building, tent or theater may not be exceeded. Occupancy includes staff, food service, press, entertainers / talent, etc.
- A technical scout meeting will need to be held at least 48 hours prior to any event on Disney property.
- The Technical Scout Meeting will include but not limited the following departments: Food Services/Special Events, Production Services, Facilities Operations, Parking Department, Disney Fire Department, Disney Security Department, Production Supervisor, 3rd party event coordinator (off site planner) and Event sponsor.
- The event or party coordinator will be the official liaison to the Disney Fire Department and/or local AHJ to address all fire and life safety concerns, discrepancies and corrections. The event or party coordinator may assign a liaison to serve in their place.

## Exiting

- Provide exit signs for event as shown on approved plans. Additional exit signs with emergency lighting may be required by the Disney Fire Department and/or local AHJ.
- Maintain all exits, aisles and public ways clear and unobstructed at all times.
- If ramps or stairs are to be built to accommodate exit discharges they must be approved by the Disney Fire Department and/or local AHJ prior to the event.



## Fire Protection Equipment

- Maintain all fire protection equipment interior and exterior, visible and unobstructed at all times.
- Additional fire protection equipment may be required by the Disney Fire Department and/or local AHJ.

## Fire Lanes & Emergency Access

- All interior fire perimeter and exterior stage fire lanes including alternate emergency access should remain clear and unobstructed at all times.

## Catering

- Caterers or Craft Service must have proper insurance, LA County Health Permit, and Food Handling certificate. Please consult with your Production Services representative.
- Provide approved fire extinguishers at each cooking or food warming station. Cooking station will be subject to inspection by the Disney Fire Department and/or local AHJ.
- No cooking underneath canopies or tent.
- The use of propane inside sound stages, lot buildings and tents is prohibited.
- Open flame cooking appliances should be a minimum of 20 feet from structures or vehicles.
- Provide a physical barricade between all cooking appliances and the public (minimum of 3 feet).

## Smoking

- No smoking or vaping is allowed inside any sound stage or within 20 feet of any tent.
- No smoking is allowed near any propane cooking set up.

## Open Flame & Pyrotechnics

- No open flame of any type including fire entertainers without a special permit.

## Parking / Vehicles

- All motor vehicle access to the event shall be staffed, and have a physical barricade in place at all times during the event.
- Motor vehicles shall not be allowed within the event area, unless prior approval is given from the Disney Fire Department and/or local AHJ.
- All generators shall be grounded and placed in a secure location.

## Fuel Dispensing Vehicles

- Dispensing of flammable or combustible liquids will not be allowed within 50 feet of event.



## Decorations, Dressing & Greens

- All decorative materials shall be flameproof or flame retardant in accordance with State Fire Marshal requirements including backdrops, signs, and banners.
- All decorative greens including Christmas trees shall be flameproof or flame retardant.
- Certificate of Flame Proofing must be provided.

## Comfort Heating – Use Tents

- All comfort heating will be of listed type and inspected-by the Disney Fire Department prior to use.
- Comfort heating will be rigidly supported to prevent overturning and will be provided with barriers or guards to protect persons against burns and ignition of clothing.
- Fire extinguishers will be required for each comfort heating station if fueled by propane.
- Comfort heating may require a permit by the AHJ.

## Cords, Cables & Hoses

- All cords, cables and hoses crossing the interior fire perimeter must be properly secured by ramping or bridging. Any electrical cords or cables must be grounded, in good condition, free of defects and without modification.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR LOCATION SHOTS & CHANGE IN USE PERMITTING

---



The items below summarize the Fire and Life Safety Requirements developed for use by on-lot production-related activities. These requirements are not all-inclusive and cannot anticipate all of the potential production-related hazards that may be present or created. All productions are encouraged to contact the Disney Fire Department for additional information or clarification of these requirements.

These guidelines are intended for productions that require filming outside of their assigned sound stage. A Change in Use Permit may be required at the discretion of the AHJ, and a Fire Safety Officer may be required to be on standby. Please refer to locations below:

- Inside parking garages.
- Anytime a lot building's occupancy class is changed for theatrical purposes.
- Inside occupied buildings.
- Inside buildings equipped with fire sprinklers or smoke and heat detectors.
- On any roof top.
- In any area that obstructs exterior fire lanes or building exits.

## Exit Obstructions

All means of egress shall be maintained in accordance with the provisions of the California Fire Code.

## Fire Department Access

Required emergency vehicle access shall be maintained. Any deviations are subject to approval by the AHJ and/or Disney Fire Department.

## Fire Hydrants & Fire Appliances

Hydrants, Standpipes and Fire Department Connections (FDC) shall not be obstructed, blocked or rendered inoperable. Fire hydrants will not be used for production purposes.

## Fire Safety Officers

Where permits are required by the fire code, a requirement for standby of Fire Safety Officers shall be determined by the AHJ and/or Disney Fire Department, on a case by case basis.

## General Requirements

Location and Change of Use shoots will be pre-planned at least 48 hours in advance with a tech scout. The Production Coordinator, Location Manager including all pertinent production departments, Production Services, Disney Security and the Disney Fire Department should have representatives present.

## Smoking

There is absolutely no smoking or vaping allowed inside any Disney buildings or parking structures. Smoking or vaping is permitted only in approved exterior smoking areas. A permit is required for any theatrical-related smoking.



## Fire Lanes

Fire lanes will not be blocked or partially obstructed by unattended production vehicles, production equipment, or personnel at any time. If it is necessary for production vehicles to obstruct established fire lanes, the appropriate steps will be taken by the Disney Fire and Security Departments to ensure the safety of the production crew.

## Parking Structures

Filming inside any of the Disney parking structures may require a Change of Occupancy Permit. A Fire Safety Officer may be required.

## Construction

All production construction activity within Disney buildings is prohibited. This includes set dressings unless permitted by Production Services. Examples include, but are not limited to: breaching or painting walls, installation of flooring material, construction of walls or partitions, and removal of ceiling tiles.

## Cords, Cables & Hoses

All cords, cables and hoses crossing fire lanes, sidewalks, exit aisles or ramps must be properly secured by ramping or bridging. All electrical cords or cables must be in good condition, free of defects, and without modification.

## Fire Protection Equipment

All fire hose cabinets, fire extinguishers, fire hydrants, sprinkler valves, sprinkler lines/heads, and fire alarm control panels will remain unobstructed at all times. Hose cabinets and extinguishers are for emergency use and will not be removed from the walls for any reason.

## Exiting

All exits, exit aisles, stairs and paths of egress will be kept clear at all times.

## Housekeeping

All production activities within Disney buildings will require consistent upkeep of general housekeeping issues. Miscellaneous combustible materials, cardboard boxes, and general trash must not be kept or stored inside any building during production activities.

## Special Effects

Any special effects performed on Disney property will require permitting by the local AHJ. A Fire Safety Officer may be assigned. The Disney Fire Department must be notified a minimum of 48 hours before the Special Effects or Stunt is to take place, and a copy of the permit must be submitted to the Disney Fire Department.





## Safety Meetings

The 1st AD must perform a required safety meeting for all cast and crew before any lot location, special effects, or change of occupancy shoot. The location of exits, and emergency procedures should be discussed as well as any additional Fire Life Safety requirements set forth by the AHJ, Disney Production Safety Department and/or Disney Fire Department.

## Flammable & Combustible Liquids

All flammable and combustible liquids will be stored in an approved flammable storage cabinet. Flammable storage containers will be placed in a position where the doors do not open into the interior fire perimeter. Combustible storage is not allowed on top of flammable liquid storage cabinets. The use of flammable or combustible liquids within Disney buildings is prohibited.

## Vehicle Driving Sequences

Any driving sequences for production must be pre-approved by the AHJ and/or Disney Fire Department. A pre-approved route with Disney Security Officer posting may be required prior to filming. A safety meeting outlining all life safety requirements for all drivers must be completed prior to shooting i.e., 8 mph, stop signs, parking, pedestrians & bikes and no abandonment of vehicles in unapproved areas.

## Transportation Related Vehicles

All production transportation vehicles needed for location shoots will be parked in areas pre-approved by Disney Production Services. Transportation vehicles will not be left unattended in fire lanes, or in any other areas that obstruct the normal flow of traffic.

## Draperies, Decorations & Greens

Scenic backings, draperies, decorations and greens will be flame treated and must have a current State Fire Marshal Approval Certificate before placement into Studio buildings. Draperies may not obstruct means of egress. Flame treatment certificates shall be submitted to the Disney Fire Department prior to installation.

## Professional Catering / Catering Trucks

The Disney Fire Department will assist with safe placement of vehicles, tents, tables, flammable liquids/gas use and open flame cooking appliances.

## Roof Work

All construction, lighting, or filming activities planned for roof tops including the upper levels of parking structures must be pre-approved by the Production Safety Department 48 hours prior to set up or prep. All fall protection requirements will be enforced by Disney Production Safety Department.



## Background

A pre-approved holding area should be set up where background talent are not obstructing building occupants paths of egress or creating an over occupancy load in smaller locations.

## Elevators

All types of elevators have weight limits and should be used with caution when transporting production equipment. Do not overload at any time.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR PRODUCTION CONSTRUCTION

---



The items below summarize the Fire and Life Safety Requirements developed for use by on-lot production construction related activities. These requirements are not all-inclusive and cannot anticipate all of the potential construction related hazards or fire/life safety code violations. Disney's Safety and Production Safety has established Safety Guidelines that are strictly enforced for a safe work environment. You are encouraged to contact the Disney Fire Department, Disney Production Services Department, or Disney Production Safety Department for additional information.

## General Requirements

### Notifications

In preparation of set construction activities, please contact Disney Fire and Production Services Departments to determine if there are any fire and life safety or facility related concerns prior to the start of building on stage. A set of current plans (drawn to scale) shall be provided to the Disney Fire and Production Services Departments for review. Notification of the use of expansion foam or plastics for set construction must be made to the Disney Fire Department and/or AHJ prior to construction activities.

### Housekeeping

Proper housekeeping must be maintained at all times in accordance with the California Fire Code. The stages must be free of any condition that would create a fire or life safety hazard or contribute to the rapid spread of fire. Waste material shall be removed and properly disposed of on a regular basis. Contact the Disney Environmental Affairs Department for direction on how to dispose of hazardous materials.

### Interior Fire Perimeter

A minimum clear unobstructed four foot perimeter aisle must be maintained on all sound stage interiors at all times in accordance with the California Fire Code. These aisles shall also have a minimum clear unobstructed height of 7 feet. No storage of any kind shall be kept in the interior fire perimeter. This includes, but is not limited to: paint, set walls, set debris, tool boxes, props, set dressings, or backings. Electrical cords may be stored in the four-foot perimeter, even on a temporary basis. All electrical cords, air hoses, etc. crossing the four-foot perimeter must be ramped.

### Exterior Fire Lanes

Required emergency vehicle access shall be maintained. Impedance must be pre-approved by the fire code official in accordance with the California Fire Code. This may require a Fire Safety Officer standby. It is imperative that these lanes remain clear for fire department access in case of a fire or emergency. Production vehicles, construction equipment, set construction and materials shall not obstruct fire lanes, fire protection equipment, or stage and building exits.

### Fire Protection Equipment

Functional fire protection systems and equipment shall be maintained in an operable condition unless approved by the fire code official. Disconnecting, altering or obstructing of fire protection systems and equipment shall be prohibited. Fire protection equipment shall not be impaired during any hot work operations. FM Global Red Tag Permits shall be used and strictly enforced for fire protection impairments.



## Smoking

There is no smoking or vaping allowed inside any sound stage or building. Smoking is allowed in designated exterior areas only. Combustible or flammable hazards identified on the exterior of sound stages may prohibit smoking or vaping in those areas as well and may necessitate the controlled use of smoking materials.

## Construction Requirements

### Solid Ceiling Sets & Platforms

Please reference fire prevention and life safety requirements guide for Solid Ceiling Sets and Platform Heat Detection. Storage is not allowed on top of hard ceiling sets or underneath platforms. Wire mesh may be required around all platforms to prevent the storage of combustible materials and production items.

### Hot Work

All welding and hot work shall be in compliance with FM Global Data Sheet 10-03. Any hot work operations on a sound stage or any Disney-owned property will require a FM Global Hot Work Permit from the Disney Fire Department. This requirement is regardless of flame size, type of device or amount of time required for the job. Hot work refers to cutting, welding, brazing, grinding or any other operation using open flame or that creates heat and sparks. Disney Fire Department requires a 24 hour notice prior to all hot work jobs. Please contact the Disney Fire Department directly to obtain a hot work permit or with any questions regarding hot work operations. All requirements outlined on the FM Global Hot Work Permit will be strictly enforced.

### Cords, Cables & Hoses

All construction cords, cables and hoses should be properly ramped any time they cross the 4 foot perimeter or any other high foot traffic areas. When cords, cables and hoses are not in use they should be removed from the stage floor. Any damaged ramps should be repaired or replaced as soon as possible.

### Gas-Powered Equipment

All gas-powered equipment is prohibited from storage or use on sound stages. All gas-powered equipment should be stored in construction trucks or in approved exterior stage locations.

### Construction Lifts & Fork Lifts

Lifts shall not be left in the four foot perimeter or obstructing exits or stored inside buildings. Charging of lifts inside of sound stages is prohibited. Please refer to the Stage Safety and Environmental Guidelines. A copy of these guidelines can be obtained from the Disney Production Safety Department.

### Fireplace Construction

Notification of any fireplace construction intended for the use of open flame should be made to the Disney Fire Department for requirements and pre-approval. SPFX Coordinators should also be included in the design and pre-approval process.

### Flammable & Combustible Liquids

All flammable and combustible liquids shall be stored in FM Global Approved flammable storage cabinets. This includes but not limited to; flammable adhesives, paints, oils, solvents and aerosols. Flammable storage containers will be placed in a position where the doors do not open into the interior fire lane. Combustible storage is not allowed

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR PRODUCTION CONSTRUCTION

---



on top of flammable liquid storage cabinets. Please contact the Disney Production Services Department for the location of containers.

## Flammable & Combustible Waste Disposal

All flammable and combustible liquids, including but not limited to; paints, oils, solvents, adhesives and aerosols must be disposed of properly. Trash dumpsters shall not be used for flammable or combustible waste disposal. Please contact the Disney Environmental Affairs Department for proper disposal pickups.

## Production Mill Construction Requirements

- No Hot Work operations will be conducted inside the mill. This includes foam hot wire work.
- All fire lanes, exits and electrical panels must be kept clear and unobstructed.
- All fire protection equipment must be kept clear and unobstructed.
- Good housekeeping must be maintained at all times.
- No storage of foam plastics.
- Spray painting operations are not allowed inside the mill. Contact Disney Environmental Department for information.
- All flammable and combustible liquids must be stored in approved flammable cabinets.
- Amounts of flammable liquids left out in open must not exceed the amount needed for project at hand.
- Waste cans and dumpsters should be emptied or removed at the end of work day.

## Guidelines for the Safe Use & Handling of Foam Plastics

These guidelines are intended to give the best practices and recommendations on the safe use, handling, and storage of foam plastics when used in construction for stage sets. Foam plastics are products of petroleum distillates and can ignite when in close proximity to ignition or heat sources. Therefore, all efforts should be made to identify a non-combustible alternative. If foam plastics are absolutely necessary, foam plastics shall be flame treated, and the volume of foam plastics shall be kept to a minimum for its intended purpose inside sound stages, or storage room. Any hot wire work on foam plastics is considered hot work and requires a permit from the Disney Fire Department.

- Foam plastics when purchased to be used on stages must be rated as Class I surface burning characteristics (ASTM E-84 or UL 1975). No foam plastics shall have a heat-release rate above 100 kilowatts
- No foam plastics will be allowed on stage without its product data sheet that verifies the Class I rating. All product data sheets should be kept on stage and posted for future reference.
- Foam plastic storage shall be kept out of the four foot fire perimeter and away from designated exit ways. Keep storage away from ignition sources or heat producing equipment. Provide a secondary storage location for A-B expansion foam or plastics.
- Sculpting activities can cause combustible dust formation. Maintain good daily housekeeping. Layers of dusts and waste should not be allowed to accumulate and left overnight. Keep dust and waste away from ignition sources and provide adequate local ventilation. Housekeeping should be maintained throughout sculpting activities. Expansion foam or plastic waste should never be stored on stage or in areas where it could lead to flame spread in the event of a fire.
- The use of flammable adhesives should be used with caution. Keep all flammable adhesives stored in appropriate flammable storage cabinet and away from ignition sources. Any use of flammable adhesives during hot wire work should not be performed within 35 feet of the hot wire activity.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR PRODUCTION CONSTRUCTION

---



- Hot wire work on foam plastics is considered hot work and requires a permit from the Disney Fire Department. The permit sets conditions for the following: fire watch, hot work area, housekeeping, storage, and hot work site inspection and fire protection requirements.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR SOLID CEILING SETS & PLATFORM HEAT DETECTION

---



This document was created to assist productions that will require heat detector installation due to construction of sets with solid ceilings and/or platforms. These requirements are set forth in the California Fire Code and enforced by the Disney Fire Department.

## Solid Ceiling Sets & Platforms

In buildings with existing fire protection systems and where production intends to construct solid ceiling sets over 600 square feet in area, and platforms over 600 square feet in area which exceed 3 feet in height such sets shall be protected by one of the following:

- An approved and listed heat detector system. Heat detectors shall be spaced 30 feet on center or as required by the manufacturer's installation instructions. Detectors shall be connected to an approved and listed central, proprietary or remote station service or a local alarm, which will give an audible signal at a constantly attended location
- The ceiling shall be positioned to allow for the operation of the building's automatic fire sprinkler system after rehearsal, videotaping, filming, or broadcasting of programs has been completed for the day
- A Fire Safety Officer

The following procedure will be followed anytime a production intends to construct solid ceiling sets or platforms which meet the above requirements:

- Prior to construction of above mentioned sets, the Construction Coordinator must provide a copy of set plans to the Disney Fire Department showing the area where the solid ceiling and or platforms will be constructed. The plans should include exact square footage for the sets in question.
- The Disney Fire Department and/or AHJ reserves the right to enforce installation requirements, check on progress of install, request corrections, and give final approval upon completion of work.
- The Construction Coordinator must maintain communications with the Disney Fire Department regarding solid ceiling construction schedule, and any changes to approved set plans.
- Set heat detectors will not be tampered with or removed. If placement of set heat detectors require location replacement contact the Disney Fire Department.
- Failure to comply with these requirements will result in the assignment of a Fire Safety Officer charged to the production for each day that the required fire protection is not in place.
- Set heat detectors are subject to Disney Fire Department and/or AHJ inspections.
- Heat detectors may not be painted or obstructed by any object that would alter the detector's operation.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR STAGES & ON-LOT FILMING ACTIVITIES

---



The items below summarize the Fire and Life Safety Requirements developed for use by on-lot production-related activities. These requirements are not all-inclusive and cannot anticipate all of the potential production-related hazards that may be present. All productions are encouraged to contact the Disney Fire Department for additional information or clarification of these requirements.

## Smoking

There is absolutely no smoking or vaping allowed inside any sound stage nor in the immediate exterior surroundings. A permit will be required for production related smoking or vaping.

## Hot Work / Open Flame

Any hot work or open flame on a sound stage, interior or exterior, will require a hot work permit from Disney Fire Department. This requirement is regardless of flame size, type of device, or amount of time will be employed period.

## Craft Services / Catering

The approved method for food warming inside buildings or sound stages is the use of electric food warmers. The use of wick type Sterno fuel cans is permitted on stages or in buildings. If Sterno fuel cans are necessary, it is the responsibility of the craft service person to notify the Fire Department 24 hours in advance and provide an approved fire extinguisher at each location.

## Interior Fire Perimeter

The four-foot aisle surrounding the stage from the interior walls to inside edge of the fire perimeter line must be kept clear at all times as well as a seven-foot unobstructed height. No storage of any kind shall be kept in the interior fire perimeter. This includes, but not limited to: paint, set walls, set debris, tool boxes, props, set dressings, backings, or electrical cords even on a temporary basis. All electrical cords, air hoses, etc. crossing the four-foot perimeter must be ramped. Any need by a production to encroach into the fire perimeter must have fire department approval. A Fire Safety Officer standby may be required.

## Exterior Fire Lanes

Exterior fire lanes will not be blocked by unattended production vehicles, transportation vehicles or production equipment at any time. Production companies must contact the Disney Fire Department in the event it is necessary to block established fire lanes with production vehicles and equipment during filming activities.

## Electrical Panels

All electrical panels on stages must have 36 inch clearance from every angle. No storage is allowed on top of a panel and nothing is allowed to be attached to the panel.

## Cords, Cables & Hoses

All cords, cables and hoses crossing the interior fire perimeter must be properly secured by ramping or bridging. Any electrical cords or cables must be grounded, in good condition, free of defects and without modification.

## Fire Protection Equipment

All fire hose cabinets, fire extinguishers, fire hydrants, sprinkler valves, sprinkler lines, sprinkler heads, and fire alarm control panels will remain unobstructed at all times. Hose cabinets and extinguishers are for emergency use only and will not be removed from the wall for any reason.



# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR STAGES & ON-LOT FILMING ACTIVITIES

---



## Exiting

All exits and paths of egress will be kept clear at all times.

## Housekeeping

All construction or production activities in sound stages will require consistent upkeep of general housekeeping issues. Miscellaneous combustible materials, sawdust, excessive empty cardboard boxes and trash must be removed from the stage each evening before wrap.

## Pyrotechnics

All pyrotechnic operators are required to provide the Disney Fire Department and/or AHJ with a photocopy of their Pyrotechnic Operator's license (Powder Card). This requirement also applies to any personnel who will be assisting the primary pyrotechnic operator.

## Special Effects / Stunts

Any special effects or stunts performed on any Disney property will require permitting by the AHJ. At the discretion of the AHJ, a Fire Safety Officer may be assigned and advanced life support may be required to standby. The Disney Fire Department must be notified a minimum of 24 hours before the FX or Stunt is to take place and a copy of the FX permit must be submitted to the Disney Fire Department.

## On-Lot Location Filming

The Disney Fire Department will be contacted for all tech scouts for production activities that will occur in areas other than a Production's assigned sound stages.

## Safety Meetings

A pre-stunt or FX safety meeting is required before any practice or shoot. Additional safety or fire protection measures may be required by the Disney Fire Department.

## Flammable & Combustible Liquids

All flammable and combustible liquids will be stored in an approved flammable storage cabinet. Flammable storage containers will be placed in a position where the doors do not open into the interior fire lane. Combustible storage is not allowed on top of flammable liquid storage cabinets.

## Alterations / Additions

Disney Fire Department and Production Services must be notified prior to any alterations or additions to any sound stage. Examples include but are not limited to: Electrical shacks, gold rooms, dimmer rooms, breaching walls or floors, or construction in perms.

## Hard Ceiling Sets

Any hard ceiling sets over 600 square feet in area will require fire detection or sprinklers. Hard ceiling sets may be required to be configured to allow production personnel to "fly" the ceiling if necessary.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR STAGES & ON-LOT FILMING ACTIVITIES

---



## Elevated Platforms & Sets

Any elevated platform over 600 square feet and 3 feet in height will require fire detection or sprinklers. All elevated sets may require wire mesh for the entire bottom open perimeter. Storage of any combustibles under an elevated set is prohibited. Guard rails shall be provided on elevated platforms that exceeds three feet in height. Please consult with your Production Safety representative.

## Vehicles

Vehicles used on any sound stage will require permitting by the AHJ. The transportation coordinator or a representative will need to notify Disney Fire Department of the need to place a vehicle on a sound stage prior to its placement. No vehicles can be operated on stage. Car jacks must be utilized when moving a vehicle on or off stage.

## Fuel Dispensing Vehicles

All production fueling vehicles will be inspected by the driver/operator prior to use. When not in use, Fuel Dispensing Vehicles will be parked in designated areas. Dispensing vehicle shall not be located within fifty-feet from any structure or combustible storage.

## Backings

Scenic backings, drapery and backdrops will be flame treated and must have a current State Fire Marshal Approval Certificate before installation. Backings shall not protrude into the fire perimeter at any time. Flame treatment certificates may be requested by Disney Fire Department.

## Greens

Prior to placement, all live greens must be inspected by the Disney Fire Department. Flame treatment may be required.

## Catering

Disney Fire Department requires prior notification of any catering vehicles coming on lot to assist with placement, flammable liquids/gases and open flame issues.

## Comfort Heating

Portable space heaters may be used at the discretion of Disney Production Services, Disney Safety Department and Disney Fire Department. Please consult with your Disney Production Services representative.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR TANK & REFUELING VEHICLES

---



The safe utilization and storage of refueling vehicles hired for feature and television productions is the primary responsibility of the operator; all other drivers in the vicinity of the vehicle should always be aware of this highly volatile vehicle and equipment. To reduce the risk to all cast, crew, and Disney employees, please be safety conscious at all times. The items below summarize the Fire and Life Safety Requirements developed for use by production-related refueling vehicles. These requirements are not all-inclusive and cannot anticipate all of the potential production-related hazards that may be present.

1. There is absolutely no smoking /vaping or any kind of open flame activities allowed within 50 feet of the refueling vehicle at any time.
2. Refueling vehicle must have an inspection performed by the driver / operator before assignment and subject to periodic inspection by the Disney Production Safety Department.
3. All refueling vehicles shall have "NO SMOKING" signs posted on the vehicle at all time.
4. All refueling vehicles shall be equipped with an approved fire extinguisher.
5. Refueling vehicles shall be equipped with an emergency pump shut-off switch in the event of an over spill, leak, or other hazard.
6. Every refueling vehicle and all equipment used in connection with it will be maintained in safe operating condition and good repair.
7. Refueling vehicles shall be equipped with protection to prevent the accumulation of static charges during dispensing operations. Protection shall consist of a grounding strap that is permanently connected to the refueling vehicle unit. During dispensing operations, the grounding strap shall be equipped with a clamp or other securing device and attached to the equipment that is being fueled.
8. Dispensing from tank vehicles shall not be conducted within 50 feet from structures or combustible storage.
9. The engine of the equipment being fueled must be shut off prior to fueling operations. This also applies to generators regardless of fuel type.
10. Refueling vehicles shall not park within 50 feet of any special effects trailer or catering service truck.
11. Refueling vehicles shall not park or transfer fuel within 50 feet of any means of egress.
12. Refueling vehicles shall not be left unattended at any place that would present an extreme fire hazard.
13. Refueling vehicles are not allowed inside any building or any sound stage.
14. Refueling vehicles may not be left unattended while refueling and connected to cast trailers or other production vehicles.
15. Refueling vehicles shall not be left unattended in fire lanes.
16. Refueling vehicles may not park within 50 feet of any special event, tent, canopy, or membrane structure used as a place of assemblage or anytime there is an unusual exposure to life and property.
17. Do not top off any fuel tank. All fuel spills must be reported to the Disney Environmental Department. This is the responsibility of the driver/operator. Appropriate hazardous waste cleanup supplies must be kept on hand by all driver / operators.
18. Driver / Operators must cooperate with any fire life safety requests made by Disney Production Safety, Disney Fire Department and/or Disney Security personnel.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR THE USE OF TENTS, CANOPIES & MEMBRANE STRUCTURES

---



The following requirements apply to all events and activities that involve the use of tents, canopies or other membrane structures. These requirements are not all-inclusive and cannot anticipate all of the potential production-related hazards that may be present. All coordinators are required to contact the Disney Fire Department for additional information or clarification of these requirements.

## General Requirements

- All events, assemblies, and parties (including production wrap parties on sound stages) require permitting by the AHJ and Disney Fire Department and may require assigning of Fire Safety Officers. The number of Fire Safety Officers assigned is at the discretion of the AHJ.
- Plans shall be drawn to scale with dimensions to show all booths, stages, platforms, seats, tables, exits, fire protection equipment, fire lanes, vehicles, and all equipment specific to the event. Plans must be submitted at least two weeks prior to the event. Planned events require plans submission to be done at least two weeks prior to actual event.
- The owner, manager, event coordinator, and/or responsible person of the event shall be responsible for compliance with all fire and life safety requirements.
- All events on sound stages will require that all fire and life safety requirements applicable to stages remain in compliance for the event.
- If required, obtain approval from the Department of Building and Safety, Production Electric and/or AHJ for temporary structures over 24 inches in height. This will be required for all temporary electrical connections as well.
- No press, and/or camera crews shall be allowed into the event area without Disney Security and Disney Fire approval.
- The approved occupancy of any event or occupancy load of any stage, building or tent may not be exceeded without permission from the AHJ. (Note: occupancy includes, staff, food service, press, entertainers, etc.)
- A technical scout meeting will be held at least 48 hours prior to any event.
- The technical scout meeting will include, but not limited to the following departments: Special Events, Production Services, Disney Fire Department, Disney West Coast Security Operations, 3rd party event coordinator (off site planner) and Event Sponsor Department head.
- The event or party coordinator will be the official liaison to the Disney Fire Department and AHJ to address all fire and life safety discrepancies and corrections. The event or party coordinator may assign a liaison to serve in their place.
- To assure structural stability, all tents, canopies, and membrane structures shall be adequately roped, braced, and anchored to withstand the weather elements against collapse and or release into the atmosphere.



## Exiting

Refer to table chart for means of egress.

Occupant Load	Minimum number of Means of Egress	minimum width of each means of egress (inches) x (25.4 for mm)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
3,000 +	7	120	96

- Exit aisles will be a minimum of 44 inches.
- Exit openings will be spaced at equal intervals around the perimeter. Travel distance will be located so that no point within the tents, canopies and membrane structure is more than 100 feet of travel from an exit.
- Exit openings, exit paths and exit discharges must remain clear and unobstructed to a public way at all times.
- Exit openings will need to remain open.
- No guy wire, guy rope, or other support members will cross any exit at a height of less than 7 feet.
- Exit signs with letters at least 6 inches in height will be provided at every exit and wherever otherwise required to clearly indicate the direction of egress.
- Exit signs in a tent with an occupant load of 50+ will be illuminated on the surface of the sign whenever the tent or membrane structure is occupied.
- Tents with an occupant load of 300+ will have illuminated exit signs that have 2 separate power sources and 2 separate branch circuits, one of which shall be separate from all other circuits.

## Fire Protection Equipment

- Approved fire extinguisher(s) shall be provided for each dining area, cooking area, power generator and locations where flammable gases, combustible liquids or flammable liquids are used.
- Maintain a clear path for all fire protection equipment to be visible and easily accessible.



## Exterior Fire Lanes

- All interior fire perimeters and exterior fire lanes, including alternate emergency access, shall remain clear and unobstructed at all times.
- Depending on the area of tent placement, a required clear, unobstructed perimeter of 20 ft. and a clear unobstructed height of 14 ft. will be enforced.
- Any ramps and/or bridges for cabling or hoses must be approved by the AHJ and/or Disney Fire Department prior to installation.

## Catering & Craft Service

- No open flame cooking underneath or within 20 feet of any tents, canopies and membrane structures. The use of wick type sterno fuel cans is permitted.
- Dining tables, serving tables, chairs and other equipment necessary for the operation of the tent may not obstruct any exit openings, exit aisles, or exit discharges at any time.
- Chairs must be bonded in 2 places, in accordance with AHJ and/or Disney Fire Department policy.

## Smoking

- Smoking (including vaping) will not be permitted inside any tents, canopies or membrane structures. This includes adjacent areas where combustibles are stored.
- Approved “NO SMOKING” signs will be conspicuously posted in all tents, canopies and membrane structures.
- “NO SMOKING” signs will be conspicuously posted at all propane storage areas or on propane appliances.
- The AHJ and/or Disney Fire Department will enforce the “NO SMOKING” regulation.

## Open Flame

- No open flame, fireworks or other device emitting flame or fire will be used inside or within 20 feet of any tent.

## Flammable & Combustible Liquids

- The use of propane inside tents or canopies is prohibited.
- Flammable or combustible liquids will not be stored inside any tent nor within 50 feet of any tent.
- Flammable gas will not be stored or used within 20 feet of any tents, canopies and membrane structure.

## Parking / Vehicles

- Automobiles and equipment necessary to the operation of the event will not be parked within 20 feet of tents, canopies or membrane structures.



## Fuel Dispensing Vehicles

- Fuel dispensing vehicles will not be parked within 50 feet of tents, canopies and membrane structures.
- Dispensing of flammable or combustible liquids will not be allowed within 50 feet of tents, canopies and membrane structure.

## Decorations, Dressing & Greens

- All structure fabric, screens and interior decorative fabrics and materials will be noncombustible or certified as flame retardant.
- All bunting and other flammable decorations or effects will be treated with an approved flame retardant solution.
- Decorations or tent dressing will not obstruct or cover any required signage, fire protection equipment, or exit.

## Comfort Heating

- No direct heating elements are permitted within tents, canopies and membrane structures. Indirect means of comfort heating can be allowed subject to the items listed below.
- All comfort heating equipment will be of listed type and approved by the AHJ and/or Disney Fire Department.
- Comfort heating equipment will be located as approved by the AHJ and/or Disney Fire Department. Comfort heating equipment will not be located within 10 feet of exits, aisles, passageways or combustible materials.
- Comfort heating will be rigidly supported to prevent overturning and will be provided with barriers or guards to protect persons against burns or ignition of clothing.
- All gas, solid, or liquid fuel burning comfort heating equipment will be vented in accordance of AHJ standards and/or Disney Fire Department.
- Gas, solid, or liquid fuel-burning appliances other than comfort heating equipment, including, but not limited to, forges, kitchen ranges, stoves, and water heaters will not be located within 20 feet of tents, canopies and membrane structures.

## Cords, Cables & Hoses

- All electrical cords cables used for the operation of the tent must be in good operating condition.
- All cords, cables, and hoses shall be ramped.

## Housekeeping

- Combustible material will not be stored within 20 feet of any tents, canopies and membrane structure.
- Trash dumpsters will not be kept within 20 feet of any tents, canopies and membrane structure.

# FIRE PREVENTION & LIFE SAFETY REQUIREMENTS FOR THEATER SCREENING EVENTS

---



The items below summarize the Fire and Life Safety Requirements that are in place for the Main Theater and screening rooms. This has been developed for use by internal Disney and external 3rd party clients for all theater screening activities and special events. These regulations are not all-inclusive and cannot anticipate all of the potential screening event-related hazards that may be present. All clients are encouraged to contact the Disney Fire Department for additional information or clarification of these requirements.

## Occupancy & Overcrowding

Each Theater has a sign indicating occupancy limit located near the entrance. Overcrowding in the theaters is prohibited. Every guest must have a seat (this applies to event staff as well). There is no standing or sitting allowed inside the theaters and the addition of loose chairs is not allowed. Occupancy & Overcrowding for all screening events will be monitored by Security and the Fire Department. Once the theater is full, no additional guests will be allowed to enter.

## Smoking & Vaping

Smoking and vaping are not allowed inside any theater or screening room or within 20 feet of any theater entryway.

## Theater Exits & Aisles

All theater exits and aisles must remain clear and unobstructed at all times. This includes the theater lobbies and all external exits. Theater lobbies are considered part of the means of egress and should not be used for the placement, storage of equipment or standing receptions.

## Outside Theater Activity

The immediate area outside the theater is considered a fire lane and is a main thoroughfare for studio and production traffic. Any tents, check in tables, refreshment tables, food trucks or any other items which would place guests or event staff in or near the traffic lane will require the shutdown of the street with barricades and the assigning of Security and may require Fire Safety Officers. A permit may be required from the AHJ and/or Disney Fire Department.

## Equipment Placement in Aisles

Audio/Visual equipment should never be placed in aisles. All equipment should be placed in back of house locations or down front out of aisles and away from exits. With approval, audio/video equipment may be placed in seating aisles, however, no one will be allowed to occupy that seating aisle.

## Open Flame & Pyrotechnics

Any use of open flame, pyrotechnics or atmospheric smoke is strictly prohibited from use inside the Main Theater.

## Decorations & Draperies

Any use of decorations or draperies inside the theater must be accompanied by flame retardant certificates.





### AHJ (Authority Having Jurisdiction)

The local municipal fire department that maintains overall responsibility for locations in its district. The Disney Lot is the responsibility of the Burbank Fire Department. The Grand Central Business Center is the responsibility of the Glendale Fire Department. The Prospect Studios is the responsibility of the Los Angeles City Fire Department and the Golden Oak Ranch is the responsibility of the Los Angeles County Fire Department.

### Approved

Refers to approval by the building or fire official as the result of investigation and tests conducted, or by reason of accepted principles or tests by national authorities, or technical or scientific organizations.

### Exterior Fire Lane

That portion of a street, parking lot, or other driving surface designated to provide rapid and unobstructed access to a building or other area by fire apparatus. Fire lanes shall maintain a 20 foot clear width.

### Flame Retardant

Is an approved chemical, chemical compound or mixture which, when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

### FSO (Fire Safety Officer)

A specific Fire Official responsible for the enforcement and compliance of fire protection laws and regulations on a filming set or location. A Fire Safety Officer is responsible for ensuring and maintaining fire safety for a production, location or facility. With a knowledge of fire safety codes and regulations, they implement preventative measures and maintain building safety standards including fire life safety equipment.

### Interior Fire Perimeter

A four-foot wide clear and unobstructed aisle maintained around the perimeter of a sound stage which leads to an exit.

### Permit Filming

Authorization by the local authority having jurisdiction, allowing for filming in their community. Filming permits do not authorize the use of fireworks or special effects pyrotechnics.

### Permit Special Effect

A non-transferable document, issued by the local authority having jurisdiction, granting permission for a pyrotechnic licensee to establish and maintain a place where fireworks are manufactured, constructed, produced, packaged, stored, sold, exchanged, discharged, or used.

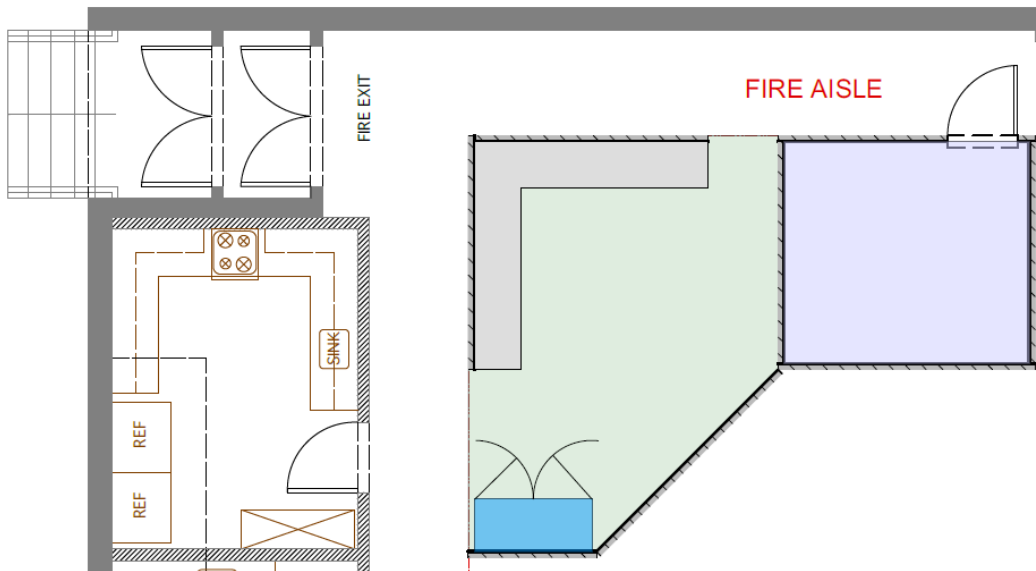
### Special Effect

Any effect produced to create an illusion on film, ranging from pyrotechnic effects to wind, rain, snow or fog.

# L A F D F I L M U N I T

## S T U D I O / S O U N D S T A G E

### F I R E & L I F E S A F E T Y R E Q U I R E M E N T S



Contact the LAFD Film Unit 24 hours a day by email, or during business hours by phone:

**lafdfilm@lacity.org**  
**213-978-3670**

# LOS ANGELES FIRE DEPARTMENT



# FIRE LANE

The Los Angeles Fire Department reminds you that all requirements of the *Los Angeles Fire Code* will be enforced:

**4804.2 Aisles.** Perimeter aisles within the sound stage and approved production facility shall be provided. Aisles required by this section shall have a minimum width of 4 feet (1219 mm). See Chapter 10\* for maintenance requirements. Aisles required by this section shall have a minimum clear unobstructed height of 7 feet (2134 mm).

*\*Chapter 10 – EGRESS*

**1001.2 Minimum requirements.** It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.

*Repeat violations will result in the assignment of a Uniformed Fire Safety Officer. The cost for the Safety Officer will be billed to the Production Company.*

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**Purpose**

Establish the *minimum* fire and life safety requirements for approved motion picture and television production studio sound stages, and approved production facilities located in the City of Los Angeles, the entertainment capital of the world.

In order to provide a reasonable level of life safety and property protection from the hazards of fire, explosion, panic, or dangerous conditions and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations, **the LAFD Film Unit reserves the right to enforce measures more restrictive than those outlined in this document. LAMC 57.101.3, 57.101.5.1**

For easy reference, topics have been arranged in alphabetical order. All required forms are editable PDFs that can be found in the *APPENDIX* of this document and are available online in the *FORMS* section of the LAFD Film Unit website at [www.lafd.org/film-unit](http://www.lafd.org/film-unit).

**If you are unsure, ask.**

**It's safer (easier and more cost effective) to do it correctly first time.**

Contact the LAFD Film Unit 24 hours a day by email, or during business hours by phone:

**lafdfilm@lacity.org**  
**213-978-3670**

**\*NOTE: Any fee schedules or forms included in this document are current as of March 18, 2019 and are subject to change at any time. Download current fee schedules and forms from the LAFD Film Unit website at [www.lafd.org/film-unit](http://www.lafd.org/film-unit).**

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**Table of Contents**

<b>Definitions</b> .....	6
<b>General Requirements</b>	
Aisles .....	2, 7
Approvals & Permits .....	7
Audience Shows.....	7
Bleachers & Grandstands (See ‘Audience Shows’) .....	7
Candles (See ‘Open Flame’) .....	12
Car Indoors (See ‘Vehicle Indoors’) .....	18
Catering & Craft Services .....	8
Cooking on Camera (See ‘Open Flame’) .....	12
Decorative Materials (e.g. foam plastics, decorations, textile and film materials).....	8
Design Requirements for Production Studios & Sound Stages .....	8
Drones (aka Unmanned Aircraft Systems).....	8
Electrical Requirements .....	9
Exits & Exiting Pathways .....	9
Fire Detection and Protection Equipment.....	9
Fire Lane (Exterior) [For Interior Fire Lane, aka 4-foot perimeter, see ‘Aisles’] .....	10
Fire Performer (See ‘Open Flame’) .....	12
Fire Safety Officer (See ‘Uniformed Fire Safety Officer’) .....	17
Fire Watch (See page 10 for description and ‘Appendix A’ for requirements).....	10
Flammable Liquids, Gases & Paint.....	10
Fuel Trucks (aka Mobile Fuelers) .....	11
Hot Work/Welding.....	11
Housekeeping .....	11
Mechanical Equipment .....	12
Open Flame.....	12
Parties (See ‘Special Events’) .....	15
Pyrotechnic Special Effects (See ‘Special Effects’) .....	14
Set Construction .....	13
Solid Ceiling Set & Platform Requirements (See ‘Set Construction’).....	13
Smoking/Vaping (On Camera) .....	13
Special Effects (aka SPFX) .....	14
Special Events (e.g. temporary change of occupancy for wrap parties, charities, etc.)	15
Special Permit (aka Generic Special Permit).....	16
Storage on Stage.....	16
Tents (Outdoor & Indoors on a Stage).....	16
Uniformed Fire Safety Officer (aka UFSO) .....	17
Unmanned Aircraft Systems (See ‘Drones’).....	8
Vehicle Indoors (e.g. car or other motor craft) .....	18
<b>APPENDIX (see next page)</b> .....	19

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**Table of Contents (cont.)**

**APPENDIX**..... 19

- A. **Fire Watch** (Description and requirements)
- B. **Authorization for UFSO** (Form) – For direct payment of a UFSO (e.g. for audience shows, drone use, special events, temporary change-of-occupancy events, etc.)
- C. **Hot Work/Welding Permit Request** (2-part Form: Permit Request & Daily Permit Requirements)
- D. **Special Effects (aka SPFX) Permit Request** (Form) – For pyrotechnic special effects
- E. **Special Permit Request** (Form) – For drone use (indoors and/or outdoors) on studio lots, open flame requests and requests to place a vehicle (or motor-craft) indoors
- F. **Specific Action or Project Permit Request** (Form) – For use of tent(s) during special events

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**Definitions**

**Approved Fire Watch.** Individuals provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

**Approved Production Facility.** An existing building, or portion of a building, or a group of buildings altered for use by the entertainment industry for the purpose of motion picture, television and commercial production.

**Chief.** The Fire Chief of the Los Angeles Fire Department or his or her authorized representative. The fire code official.

**Department.** The Los Angeles Fire Department.

**Fire Lane.** A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus.

**Fire Safety Officer.** (See 'Uniformed Fire Safety Officer')

**Heat Detector.** A fire detector that senses heat, either abnormally high temperature or rate of rise, or both. Also, a heat detection as required by this document shall be defined as a portable system as it is intended to be reinstalled when platforms or sets are changed. Heat detectors may be secured to standard outlet boxes which may be temporarily supported by sets, platforms or pedestals. Heat detectors shall be provided for solid-ceiling sets and platforms where required by this document. (See 'Set Construction' section for further information).

**Hot Work Program.** A permitted program carried out by approved facilities-designated personnel (aka Responsible Person), allowing them to oversee and issue permits for hot work conducted by their personnel or at their facility. The intent is to have trained, on-site, responsible personnel ensure that required hot work safety measures are taken to prevent fires and fire spread.

**Hot Work Permits.** Permits issued by the 'Responsible Person' at the facility under the hot work permit program permitting welding or other hot work to be done and ***pre-permitted by the fire code official via the issuance of a special permit f-315-g authorizing a hot work area.***

**Hot Work - Responsible Person.** A person trained in the safety and fire safety considerations concerned with hot work. Responsible for reviewing the sites prior to issuing permits as part of the hot work permit program and following up as the job progresses.

**Platform.** Part of a set, which is a floor or horizontal surface raised above stage floor level.

**Production Location.** Any area or facility outside a production studio, approved production facility or sound stage used by the entertainment industry for the purpose of motion picture, television and commercial production.

**Production Studio.** A building, portion of a building, or a group of buildings designed and constructed for use by the entertainment industry for the purpose of motion picture, television and commercial production.

**Set.** A structure built or assembled for the purpose of motion picture, television and commercial production.

**Shall.** Indicates a mandatory requirement.

**Should.** Indicates a recommendation or that which is advised but not required.

**Sound Stage.** A building or portion of a building usually insulated from outside noise and natural light for use by the entertainment industry for the purpose of motion picture, television and commercial production.

**Uniformed Fire Safety Officer (aka UFSO).** A uniformed member of the Department assigned to the Bureau of Fire Prevention and Public Safety.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

## **General Requirements**

### **AISLES (aka 4-Foot Perimeter or Interior Fire Lane)**

Perimeter aisles within the sound stage and approved production facility shall be provided. Perimeter aisles shall have a minimum width of 4 feet (1219 mm) and shall have a minimum clear unobstructed height of 7 feet (2134 mm). It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by the LA FIRE CODE.

### **4-Foot Perimeter Minimum Requirements:**

- **HEIGHT – 7 feet**
- **WIDTH – 4 feet**
- **ILLUMINATED – Pathways shall be well-lit so that they can be easily traveled and, in the event of power failure, exit path illumination shall be automatically provided by an approved emergency back-up system.**

**The 4-Foot PERIMETER SHALL BE CLEAR & UNOBSTRUCTED AT ALL TIMES (including load-in and strike days)**

### **APPROVALS AND PERMITS** [See APPENDIX for permit request forms. Email requests to: [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)]

#### **Approvals shall be required for:**

- *Alteration, bypass or disconnection of any fire detection and signaling systems*
- *Audience Shows*
- *Changes to audience shows or special events once they have been approved*
- *Flammable or combustible liquids, gases or dust*
- *Special Events (e.g. temporary change of occupancy events such as charity events, non-filming related events, etc.)*
- *\*Anything that may affect the exiting and/or safety on the stage as determined by the LAFD*

#### **Permits shall be required for:**

- a) *Drones (aka Unmanned Aircraft Systems) indoors and/or outdoors on studio property – ‘Special Permit’*
- b) *Fuel Truck (aka Mobile Fueller) – **This permit is not issued by the LAFD Film Unit.** To obtain this permit, visit the LAFD Fire Development Services Unit at 201 N. Figueroa, Suite 300, Los Angeles, CA 90012.*
- c) *Hot Work / Welding – ‘Special Permit’*
- d) *Open Flame (e.g. candles, cooking, fire performer, fireplace, smoking, torches, etc.) – Depending on the desired effect, either a ‘Special Permit’ or a ‘Special Permit to Use Special Effects’ is required. If you are unsure which permit is required, contact your pyrotechnic operator or email the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).*
- e) *Presence of Motor Vehicles (or any motor-craft) within a building - ‘Special Permit’*
- f) *Pyrotechnic Special Effects - ‘Special Permit to Use Special Effects’*
- g) *Tents greater than 400 sq. ft. – ‘Specific Action or Project Permit’*  
***\*EXCEPTION:** Outdoor tent (or aggregate of tents) with a maximum size of 700 sq. ft., open on all sides and maintains a clearance of 12 feet to all structures or tents.*
- h) *\*Any additional permits as required by the fire code official*

## **AUDIENCE SHOWS**

**Approval Required** – Yes. Filming before a live audience presents a variety of fire/life safety challenges since the general-public may not be familiar with studio protocol. As a result, additional safety precautions are required.

**Approval Guidelines** – Refer to ‘LAFD Film Unit - Audience Show Approval Guidelines’ for:

- Approval protocol (i.e. production company information, plan requirements, email instructions, etc.)
- General audience show requirements (i.e. day-of-show, housekeeping, flameproofing, storage, etc.)
- Structural load requirements (i.e. as applicable, for platforms, bleachers and grandstands)

**Permit Required** – Determined by proposed activity (e.g. special effects, car indoors, etc.).

**UFSO Required** – Determined on a case-by-case basis. The need for a UFSO depends upon a variety factors (e.g. occupant load, unusual audience exiting, SPFX use, type of platforms, etc.) and will be determined during the audience show approval process.



**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**CANDLES (See 'Open Flame')**

**CAR INDOORS (See 'Vehicle Indoors')**

**CATERING & CRAFT SERVICES**

- **CATERING & CRAFT SERVICES SHALL NOT OBSTRUCT ANY EXIT, EXIT PATHWAY, OR FIRE LANE WITH TABLES, CHAIRS, COOKING EQUIPMENT OR VEHICLES.**
- **Cooking Devices**
  - Shall be secure, stable and level.
  - Shall be at least 3 feet from public.
  - *Barbeques* – Waste coals shall be fully extinguished and cold and then placed into a clean noncombustible container for disposal.
  - *Propane Use*
    - Cooking devices utilizing propane shall have the propane bottle properly secured in an upright position.
    - All fittings and hoses used with propane shall be approved for such use by an approved testing laboratory.
    - All propane connections shall be tested for leakage by performing the manufacturer's recommended testing procedures.

**PROHIBITED**

- **No smoking within 25 feet of propane cylinder.**
- **Refueling of propane cylinders on site or at other than approved locations is prohibited.**
- **Use of propane indoors is prohibited.**
- **Use of tabletop portable propane/butane cooking devices is prohibited.**
- **Fire Extinguishers** (2-A:10-B:C minimum rating) – One extinguisher per cooking location shall be on hand, in good working order and every extinguisher shall have a current CSFM service tag affixed.
- **Flame Resistant** – All tents, canopies, banners, signs, and decorations shall be flame treated and the California Flame Certificate shall be made available.
- **Permits** – Catering trucks shall maintain current applicable permits (e.g. Mobile Food Facility Permit, Motion Picture Catering Operating Permit, etc.) and conform to California Health & Safety (CAL HSC) and Los Angeles County Health Codes.

**COOKING ON CAMERA (See 'Open Flame')**

**DECORATIVE MATERIALS (e.g. decorations, foam plastics, film materials, textiles, etc.)**

All decorative materials and foam plastics shall meet the requirements of California Code of Regulations, Title 19, Division 1, Chapters 5 and 8, and Section 807.5.7.1 of the LA FIRE CODE. All scenery, such as muslin covered flats, drapes, curtains, backings, bushes and trees, etc., shall be made flame retardant.

**DESIGN REQUIREMENTS for PRODUCTION STUDIOS and SOUND STAGES**

The fire code official shall be provided with certification that approved production facilities and studio sound stages will sustain the anticipated loads of sets, props or other temporary modifications. Where the anticipated loads exceed the design criteria for an approved production facility and studio sound stage, the building or portions thereof shall be modified for the additional loads.

**DRONES (aka Unmanned Aircraft Systems)**

**The use of drones for commercial purposes on studio property, both indoors and outside studio stages, requires a 'Special Permit' and the hiring of a Uniformed Fire Safety Officer (aka UFSO) for fire and life safety oversight.**

See 'LAFD Film Unit - Drone Guidelines' for details or email the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) with any questions and/or concerns.

**Drone Guidelines** - See 'LAFD Film Unit - Drone Guidelines' for approval protocol, guidelines and required documentation.

**Permit Required** – Yes (indoors and/or outdoors). See 'Special Permit' request form in APPENDIX.

**UFSO Required** – Yes (indoors and/or outdoors). See 'Authorization for UFSO' request form in APPENDIX.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**ELECTRICAL REQUIREMENTS**

All electrical equipment—including lighting, cabling and temporary power, such as portable generators—shall be maintained in good working order and shall comply with the provisions of the California Electrical Code.

- **Cables** - Cables shall be properly dressed, covered (e.g. via ramp or mat), and/or flown.
- **Clearance (Min. 3 feet)** – Three-foot clearance around electrical panels shall be maintained at all times and no lighting, distribution boxes or spiders are allowed within the four-foot perimeter area without Fire Department approval.
- **Distance from Heat Sources** – Lighting shall be adequately separated from flammable/combustible materials and surfaces.
- **Distribution** - Distribution equipment shall be designed for sound stage use. The wiring to such equipment shall be considered permanent and shall comply with applicable provisions of the California Electrical Code. Temporary feeders shall not be tapped from panelboards and switchboards where dead-front covers have to be removed.
- **Generators** - Portable, mobile or stationary power generating equipment may be used to supplement building electrical power for temporary use. Equipment shall be located at a pre-designated location, as approved by the fire code official. Temporary auxiliary power cables supplied from mobile generators or adjacent buildings may pass through exterior walls and interior fire-resistive assemblies provided an approved through-penetration fire-stop system is utilized for protection of the opening.
- **Grounded** – All electrical equipment, lighting, portable A/C, etc., shall be properly grounded.
- **Installations** - Permanent or temporary electrical installations shall be installed in accordance with the California Electrical Code and the LA FIRE CODE. Such equipment shall not obstruct exits, means of egress or fire department access, unless approved by the fire code official.
- **Lighting and power requirements** - A studio sound stage and approved production facility shall be provided with a minimum of 35 watts per square foot of permanently installed power dedicated for the distribution of production lighting and power. Mobile generators may be utilized for auxiliary power.

**EXITS & EXITING PATHWAYS**

- **Exit doors** - Exit doors shall be equipped with panic hardware and swing in the direction of exit travel.
- **Exit illumination** - Exit illumination shall be provided in accordance with the California Building Code. **In the event of power failure, exit path illumination shall be automatically provided by an approved emergency back-up system.**
- **Exit obstructions** - All means of egress (e.g. aisles, doors, doorways, corridors, stairways, exit courts and yards, etc.) shall be unobstructed at all times and be maintained in accordance with the provisions of the LA FIRE CODE.
- **Exit signs** - Illuminated exit signs shall be installed in accordance with the California Building Code.
- **Travel distance to Exit** - The maximum travel distance to any exit within the sound stage and approved production facility shall be 150 feet (45,720 mm).

**FIRE DETECTION & PROTECTION EQUIPMENT**

- **Alteration/Bypass/Disconnection** – Fire detection and signaling equipment shall not be temporarily altered, by-passed or disconnected without Fire Department approval.
- **Clearance (Min. 3 feet)** – Fire hydrants, extinguishers, sprinklers and standpipe connections shall be readily accessible and clear of all equipment and vehicles (e.g. no parking in front of hydrants, nothing hung from sprinklers, etc.)
- **Extinguishers** – Fire extinguishers shall be present, serviced annually, ready for use and present within 75 feet of travel.
- **Fire alarm control units** - Fire alarm control units shall be California State Fire Marshal listed and shall be utilized in accordance with their listing. Control units may be temporarily supported by sets, platforms or pedestals.
- **Heat detectors** - Heat detection required by this document shall be defined as a portable system as it is intended to be reinstalled when platforms or sets are changed. Heat detectors may be secured to standard outlet boxes which may be temporarily supported by sets, platforms or pedestals. Heat detectors shall be provided for solid-ceiling sets and platforms where required by the LA FIRE CODE (e.g. solid ceiling sets +600sqft, and platforms +600sqft & +3ft high).

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**FIRE LANE (Exterior)**

- **HEIGHT – 14 feet.** Exterior fire lanes shall have a minimum clear overhead clearance of 14 feet.
- **WIDTH – 20 feet.** Exterior fire lanes shall have an unobstructed width of 20 feet.
- Production vehicles or equipment shall not obstruct fire lanes, fire equipment, or building exits.
- **VEHICLE DRIVERS SHALL REMAIN WITH THE VEHICLE WHEN STOPPING IN A ROADWAY OR FIRE LANE.**
- Violators will be cited and will risk being towed at the owner's expense.

**FIRE PERFORMER (See 'Open Flame Acts' in 'Open Flame' Section)**

**FIRE SAFETY OFFICER (See 'Uniformed Fire Safety Officer')**

**FIRE WATCH (See APPENDIX A for Requirements)**

A fire watch shall be required when the Fire Chief determines that a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or system is inoperable, defective, or has been taken out of service.

**FLAMMABLE LIQUIDS, GASES & PAINT**

**PROHIBITED: Open containers are prohibited on shooting stages.**

- Non-flammable paints and cleansers should be used whenever possible.
- All liquids, flammable or otherwise, shall be clearly labeled and have Safety Data Sheets available for review.
- Approved hoses and valves used for pressurized gases shall be utilized.
- **Cleanup**
  - Used cleaning rags shall be kept in a non-combustible container with a tight-fitting lid.
  - Hazardous waste removal procedures shall be followed.
- **Spray Painting/Lacquer Application & Cleanup**
  - Spray painting and lacquer applications shall be performed safely in a properly ventilated area to prevent flammable vapors from accumulating.
- **Storage**
  - All paint storage areas shall be identified.
  - Flammable liquid storage areas shall be free of any combustible rubbish or trash.
  - **Flammable Liquid Storage Cabinets on Sound Stages**
    - All flammable liquids shall be stored in approved safety cans with a maximum capacity of 5-gallons and stored in an approved flammable liquid cabinet.
    - Flammable liquid cabinets shall not be located near exits, nor in areas which would impede egress out of the building.
    - **Cabinet Construction**
      - **Materials.** Cabinets shall be listed in accordance with UL 1275, or constructed of approved wood or metal in accordance with the following:
        1. Unlisted metal cabinets shall be constructed of steel having a thickness of not less than 0.044 inch (1.12 mm) (18 gage). The cabinet, including the door, shall be double walled with 1 1/2- inch (38 mm) airspace between the walls. Joints shall be riveted or welded and shall be tight fitting.
        2. Unlisted wooden cabinets, including doors, shall be constructed of not less than 1- inch (25 mm) exterior grade plywood. Joints shall be rabbeted and shall be fastened in two directions with wood screws. Door hinges shall be of steel or brass. Cabinets shall be painted with an intumescent-type paint.
      - **Labeling.** Cabinets shall be provided with a conspicuous label in red letters on contrasting background that reads: **FLAMMABLE—KEEP FIRE AWAY.**
      - **Doors.** Doors shall be well fitted, self-closing and equipped with a three-point latch.
      - **Bottom.** The bottom of the cabinet shall be liquid tight to a height of not less than 2 inches (51 mm).
      - **Capacity.** The combined total quantity of liquids in a cabinet shall not exceed 120 gallons (454 L).

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**FUEL TRUCKS (aka Mobile Fuelers)**

**Permit Required** – Yes. **This permit is not issued by the LAFD Film Unit.** This permit may be obtained from the LAFD Fire Development Services Unit located at 201 N. Figueroa, Suite 300, Los Angeles, CA 90012. All requirements of 'LAFD FPB Requirement #47' shall be adhered-to. General requirements include, but are not limited to, the following:

- **Dispensing Hose** – Dispensing hose shall not exceed 50 feet in length and a hose in excess of 25 feet shall be placed on an approved hose reel
- **Dispensing Nozzle** – Shall be UL approved, automatic-closing type without a hold-open device.
- **Fuel limit** – Mobile fueling vehicles shall be equipped with a fuel limit switch set to a maximum of 30 gallons (116 L) and a nozzle or other approved device that, when activated, immediately causes flow of fuel from the mobile fueling vehicle to cease.
- **Fire extinguisher (40-B:C minimum rating)** – An approved portable fire extinguisher complying with a minimum rating of 40-B:C shall be provided on the mobile fueling vehicle with signage clearly indicating its location.
- **Operation**
  - **PROHIBITED: Transfer operation where the public is invited or unusual exposure to life and property.**
  - **PERMIT SHALL BE ON HAND DURING FUELING OPERATIONS AND PRESENTED TO UFSO UPON REQUEST.**
  - **NO SMOKING WITHIN 25 FEET OF VEHICLE and/or FUELING OPERATIONS**
  - **DURING FUELING OPERATIONS, MOTOR OF EQUIPMENT RECEIVING FUEL SHALL BE STOPPED**
  - Mobile fueling vehicles shall be constantly attended during fueling operations with brakes set and warning lights in operation.
  - Bonding/grounding cable shall be used during refueling.
  - Operators shall place a drip pan or an absorbent pillow under the nozzle to catch drips and under each fuel fill opening prior to and during dispensing operations.
  - Mobile fueling vehicles shall not obstruct emergency vehicle access roads.
  - Where equipped, mobile fueling vehicles shall be positioned in a manner to preclude traffic from driving over the dispensing hose.
  - Dispensing hose shall be properly placed on an approved reel or in an approved compartment prior to moving the mobile fueling vehicle.
- **Spill Kit** – 5-gallon (19L) spill kit of an approved type required. Spill reporting shall be in accordance with the LA FIRE CODE (Section 5003.3.1: "Release of Hazardous Materials – Unreleased Discharges").

**HOT WORK / WELDING (See APPENDIX for form 'Hot Work Area Permit Request')**  
**LAMC 57.4803.2(d), 57.4811.2(d)**

**Permit Required** – Yes. Two permits shall be required:

- 1) 'Special Permit' – Permit issued by the LAFD to the 'Responsible Person' as defined by the LA FIRE CODE, for the specific **date range** hot work will be performed.
- 2) 'Hot Work Permit' – **Daily** hot work permit issued by the 'Responsible Person' to person conducting the hot work.

The 'Hot Work Area Permit Request' found in the APPENDIX section of this document contains both the 'Special Permit' request (page 1) and the 'Hot Work Permit' (pages 2 and 3) that shall be issued by the 'Responsible Person' each day hot work is performed.

**'HOT WORK PERMIT' CONDITIONS**

The 'Hot Work Permit' issued by the 'Responsible Person':

- A. **Is valid only after a 'Special Permit' has been issued by the LAFD, and only for the date range specified on the 'Special Permit'**
- B. **Is valid only for ONE DAY, and shall be generated every day HOT WORK is performed**
- C. **Shall be COMPLETED EACH day by the 'Responsible Person' and signed, each day, by the person performing the HOT WORK**
- D. **Shall be MAINTAINED ON PREMISES for a minimum of 48 HOURS after work is completed**

**HOUSEKEEPING**

Every building or portion of a building on studio lot shall be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to, or contribute to, the rapid spread of fire. See 'Storage on Stage' section for additional requirements.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**MECHANICAL EQUIPMENT**

- **Existing equipment** - All mechanical equipment used as part of the building ventilation system shall be maintained in good working order and shall comply with the provisions of the California Mechanical Code.
- **Auxiliary equipment** - All auxiliary heating, ventilation and air-conditioning equipment shall be approved and listed for the intended use. Flexible duct, if utilized, shall be noncombustible. Such auxiliary equipment shall not obstruct exits, means of egress or fire department access.

**OPEN FLAME**

**LAMC 57.4803.2(b), 57.4811.2(b) – A permit shall be required for open flames.**

**Permit Required** – Yes. Depending on the type of flame effect, either a ‘Special Permit’ or a ‘Special Permit to Use Special Effects’ is required. If you are unsure which permit is required, contact your pyrotechnic operator or email the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).

**Recommended guidelines** - “Safety Bulletin #19 – Recommended Guidelines for The Use of Open Flame on Production” prepared by the Contract Services Administration Trust Fund (CSATF) [www.csatf.org](http://www.csatf.org).

**Safety Meeting Required** – A safety meeting shall be provided before the commencement of any open flame effect.

**UFSO Required** – Determined on a case-by-case basis. The need for a UFSO is determined based on a variety of factors such as the nature and scope of the effects proposed, number of takes, personnel involved, proximity to talent, age of talent, etc.

**Examples** – Open flame effects employed for cinematic purposes (or special events) include, but are not limited to:

- **Candles:**
  - Candles must be secured to avoid tipping over.
  - Candles must neither reach a point within 6 inches of fresh cut foliage, nor within 12 inches of other decorations or items.
  - Candles must not be used in a manner that would contribute to, or cause fires (i.e. flame must be a safe distance from all combustible materials and actor hair, clothing, or other materials that might burn).
  - If candles are used near set walls or decorations (e.g. drapes, clothing or other such items) said items shall be fire retardant or flame treated.
- **Cooking on Camera:**

**PROHIBITED: Use of portable propane or butane is prohibited for cooking shows with live audiences.**

  - Cooking or open flame shall not be within 10 feet of exits or aisles.
  - Fire Extinguishers (2-A:10-B:C) shall be on hand, in addition to those required on the set.
  - Natural gas shall be used for cooking shows with a live audience.
  - Natural gas shall be piped to the sound stage; the use of portable compressed gas cylinders shall be approved prior to use.
  - Gas shall be ignited by hand only.
  - Gas supply shall be turned off at the source when no longer in use.
  - Electric stoves shall be used for off-camera preparation.
- **Fireplaces**
  - **Construction (Choose either option A or B)**
    - A. Refer to recommended guidelines for practical shop-built fireplaces prepared by the Alliance of Special Effects and Pyrotechnic Operators ([www.asepo.org](http://www.asepo.org)).
    - B. Utilize a factory-made, UL approved fireplace, installed according to factory specifications.
- **Hot Work / Welding** – (See ‘Hot Work/Welding’ section and APPENDIX ‘Hot Work Permit Request’)
- **Open Flame Acts (e.g. fire performer, flaming swords, flaming batons, fire-eaters, etc.)** – Open flame acts shall be performed under authority of a ‘Special Permit’ or ‘Special Permit to Use Special Effects’ depending on the context of the proposed open flame act (e.g. studio event or wrap party, filming before an audience, etc.) The permit shall be issued for a specific act, at a specific location, for a specific period-of-time and under the specific conditions listed on the permit. The Permit may be revoked at any time the terms of the Permit are violated. Contact the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) for guidance.
- **Special Effect Body-Burns** – All special effect body-burns shall be supervised by an active licensed pyrotechnic operator and a ‘Special Permit to Use Special Effects’ (aka SPFX Permit) is required.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**PARTIES (See 'Special Events')**

**PYROTECHNIC SPECIAL EFFECTS (See 'Special Effects')**

**SET CONSTRUCTION (Interior)**

**PROHIBITED**

- **SET CONSTRUCTION SHALL NOT EXTEND INTO THE 4-FOOT PERIMETER**
- **4-FOOT PERIMETER SHALL NOT BE ALTERED TO ACCOMMODATE SET CONSTRUCTION**

**General Considerations**

- *Set construction shall not block or restrict required exits.*
- *Set construction shall be 3 feet below sprinklers, beams and ceilings.*
- *Set construction shall be a minimum of 3 feet from all lighting fixtures.*

**Solid-Ceiling Sets & Platforms (+600sqft & +3ft high)** - All interior solid ceiling sets over 600 square feet (55.7 m<sup>2</sup>) in area, and platforms (when provided) over 600 square feet (55.7 m<sup>2</sup>) in area and which exceed 3 feet (914 mm) in height shall be protected by **one** of the following:

1. **Heat Detector System:** An approved and listed heat detector system. Heat detectors shall be spaced 30 feet (9144 mm) on center or as required by the manufacturer's installation instructions. Detectors shall be connected to an approved and listed central, proprietary or remote station service or a local alarm, which will give an audible signal at a constantly attended location. Such system shall be installed in accordance with Chapter 9 of the LA FIRE CODE.
2. **Ceiling Flown:** The ceiling shall be positioned to allow for the operation of the building's automatic fire sprinkler system after rehearsal, videotaping, filming, or broadcasting of programs has been completed for the day.
3. An approved **Fire Watch**.
4. Special hazards shall be reviewed by the fire code official and a UFSO may be assigned.

**\*NOTE:** Any construction involving the modification of a studio's core and shell, Mechanical, Electrical and/or Plumbing shall be considered a Tenant Improvement and shall be referred to the Los Angeles Department of Building and Safety, and LAFD Fire Development Services Unit (as applicable) for permitting, approval and compliance.

**SMOKING/VAPING – On Camera (The City of Los Angeles considers vaping the same as smoking)**

**PROHIBITED: Smoking shall be prohibited on soundstages and approved production facilities** (unless it is a necessary part of a performance, and only when the smoker is a member of the cast.)

**Permit Required** – Yes, if it is a necessary part of filming. Depending on the number of actors involved in the simulation of smoking, either a 'Special Permit' or a 'Special Permit to Use Special Effects' is required. If you are unsure which permit is required, contact your pyrotechnic operator or email the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).

*Note: When requesting a permit for smoking on camera, be sure to include the number of actors smoking, number of takes, number of packs of cigarettes, type of scene, etc.*

**UFSO Required** – Determined on a case-by-case basis. The determination is made based on a variety of factors such as the number of actors, location, number of takes, etc.



**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**SPECIAL EFFECTS (aka SPFX)**

**LAMC 57.4803.2(a), 57.4811.2(a) – A permit shall be required for use of pyrotechnic special effects.**

**Permit Required** – Yes. All pyrotechnic special effects require:

1. *'Special Permit to Use Special Effects' (aka SPFX Permit)*
2. A pyrotechnic operator licensed by the California State Fire Marshal to conduct the effect

Non-pyrotechnic effects (e.g. wind, rain, air, snow, mist, etc.) *usually* do not require a permit *but may require LAFD approval and/or a UFSO* if, for example, it is necessary to put the fire alarm system TEST or BYPASS mode. See *'Open Flame'* section for open flame requirements. If you are unsure whether you'll need a permit, approval or a UFSO for non-pyrotechnic special effects, contact the Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).

**Permit Request Form** – See APPENDIX section of this document for the *'Special Permit to Use Special Effects'* request form.

**UFSO Required** – Determined on a case-by-case basis, regardless of whether the effects are pyrotechnic or non-pyrotechnic. The determination is made based on a variety of factors such as the nature and scope of the effects proposed, number of takes, number of personnel involved, age of personnel involved, proximity of SPFX to talent, etc.

**Recommended guidelines** – *"Safety Bulletin #16 – Recommended Guidelines for Safety with Pyrotechnic Special Effects"* prepared by the Contract Services Administration Trust Fund (CSATF) [www.csatf.org](http://www.csatf.org).

**SAFETY MEETING REQUIRED – A SAFETY MEETING SHALL BE PROVIDED BEFORE THE COMMENCEMENT OF ANY SPECIAL EFFECT.**

***Pyrotechnic Operator Requirements***

- ***Licensed*** - All pyrotechnic special effects shall be conducted by a pyrotechnic operator licensed by the California State Fire Marshal (CSFM). The required pyrotechnic operator license needed to perform a particular special effect will be determined by any number of factors such as the type of pyrotechnic effect, size of effect, number of effects utilized per take, whether the effect is performed before a live audience, etc. A list of active pyrotechnic operators (aka Valid Operators List) can be found at the Office of the State Fire Marshal website ([osfm.fire.ca.gov](http://osfm.fire.ca.gov)) under the Fireworks Program section. The LAFD Film Unit *'Special Permit to Use Special Effects'* request form can be found in the APPENDIX section of this document.
- ***Duties on Set:***
  1. **Pyrotechnic License on Site:** Pyrotechnic operator shall hold the appropriate California State Pyrotechnic Operator license for the effect and have this license in his or her possession while performing the pyrotechnic effect.
  2. **SPFX Permit on Site:** Pyrotechnic operator shall have a copy of the *'Special Permit to Use Special Effects'* in his or her possession while performing the pyrotechnic effects and shall conduct the pyrotechnic special effects in the manner described on the *'Special Permit to Use Special Effects'*. Any changes in planned and permitted activities must be approved by the LAFD prior to conducting the effect.
  3. **Storage:** Pyrotechnic operator shall have all pyrotechnic materials stored in the appropriate containers (e.g. day box, magazine, etc.), secured and stationed in a safe area.
  4. **Extinguishers:** Pyrotechnic operator shall provide approved fire extinguishers in the pyrotechnic storage and use areas.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**SPECIAL EVENTS (e.g. temporary change of occupancy for wrap parties, charities, etc.)**

**Approval Required** – Yes. The LAFD Film Unit shall approve any temporary change of occupancy on studio property. Also, any event which meets the Los Angeles Department of Building and Safety (LADBS) definition of a Temporary Special Event (TSE) shall require LADBS approval in addition to LAFD Film Unit approval. LADBS defines a TSE as any event with a maximum duration of five (5) consecutive days, which contains any of the following:

- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.

Visit [www.ladbs.org](http://www.ladbs.org) for **LADBS Temporary Special Events (TSE) requirements and permit request protocol.**

**Permit Required** – Determined by proposed activity.

**Security Required** – Yes. Licensed Security is required.

**UFSO Required** – Yes. See ‘Uniformed Fire Safety Officer’ (aka UFSO) section for more information.

**Special Event Request Protocol** – Send the following information via email to [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org):

1. **SUBJECT LINE OF EMAIL** – Shall be formatted as follows:

**Special Event Request [1<sup>st</sup> Date of Event] [Studio, Stage#]**

**\*EXAMPLE: Special Event Request 10/21/15 Nestor Studios, Stage 1**

2. **Body of Email** – Shall contain the production company information:

- **Contact:** Production contact and telephone number
- **Location:** Studio name, address & stage
- **Dates & Times:** **Load-in** date(s) and times, **Event** date(s) and start/end times, **Strike** date(s) and start/end times
- **Audience Size:** Requested number of audience members

3. **PDF Attachments**

- **Site Plans** – Shall be drawn-to-scale in PDF, and shall include:
  - **Number of audience members**
  - **Exit Signs:** Minimum requirement of 2 exit signs, visible from every chair in the audience, illuminated and equipped with emergency power.
  - **Location of:**
    - Aisles
    - Audience Areas (e.g. entrance & exit pathways, audience holding, seating arrangement)
    - Cable runs
    - Cameras & Camera Lanes
    - Decorations (**\*All decorations shall be FLAMEPROOFED or SPRAYED WITH FIRE RETARDANT\***)
    - Fire protection equipment (e.g. fire extinguishers, hydrants, sprinklers and standpipe inlets)
    - Generators
    - Green Rooms
    - Press area
    - Sets
    - Stages
    - Stairways & Ramps
    - Tents
    - Wheelchair locations (As applicable. Consult [www.disability.lacity.org](http://www.disability.lacity.org) for guidance.)
    - **\*Miscellaneous Equipment** - Location of tents, trailers, etc.
    - **\*Special Permits** - Location of any activities which require a ‘Special Permit’ (e.g. cooking, drone use, motor vehicle indoors, open flames, smoking, tents, etc.)



**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**SPECIAL PERMIT (Generic Special Permit F-315-G – See form in APPENDIX section)**  
**LAMC 57.314.4, 57.314.4.1, 57.4803.2(b), 57.4811.2(b), 57.4803.2(e), 57.4811.2(e)**

The 'Special Permit' request form shall be utilized when requesting a permit for activities such as drone use, open flames, placing a vehicle indoors, etc.

**Permit Request Protocol** – 'Special Permit' requests are accepted via email ([lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)) following the instructions found on the form and described below:

- **Subject of Email** - Shall be formatted as follows:
  - Special Permit Request [1st Date of Work] [Studio, Stage#]**
  - \*EXAMPLE: Special Permit Request 10/21/15 Nestor Studios, Stage 1**
- **Body of email** - Shall contain all pertinent information regarding the permit request that is not contained in the 'DESCRIPTION OF PERMIT REQUEST' portion of the 'Special Permit' request.
- **PDF Attachment ('Special Permit Request' Form)** – Shall be completed with the required information:
  - **Responsible Individual** (e.g. John Doe)
  - **Email of Responsible Individual** (e.g. [john.doe@nosferatuproductions.com](mailto:john.doe@nosferatuproductions.com))
  - **Phone** (e.g. 213-555-5555)
  - **Production Title** (e.g. Nosferatu)
  - **Production Address** (e.g. 200 N Main, Stage 1, Los Angeles, CA, 90012)
  - **Start Date** (e.g. 10/21/15)
  - **End Date** (e.g. 10/30/15)
  - **Description of Permit Request** – **EXAMPLE: Drone Use, Open Flame, Vehicle (or motor craft) indoors, etc. When describing activity, please be specific:**
    - **Drone Use:** Describe whether the drone use will be indoors, outdoors, or both.
    - **Open Flame:** Describe the permit request. For candle requests, describe candle (e.g. votive, tapered, pillar, etc.), total number of candles, placement (e.g. on altar, birthday cake, in a room, around a pool, etc.) number of Adults/Minors in scene, # of takes, etc. For actors smoking, please provide approximate # of cigarettes, # of talent smoking, type of scene, etc.
    - **Vehicle (or motor craft) Indoors:** Describe the number and type of vehicles, purpose, etc.

**STORAGE ON STAGE**

**PROHIBITED: Flammable and/or combustible liquids and/or gases shall be prohibited from being stored under bleachers and grandstands.**

- Storage on soundstages shall be limited to the amount required for current production on stage.
- No storage allowed in the 4-foot perimeter aisle of the sound stage without prior approval from the LAFD.
- No storage allowed under stairways, without prior approval from the LAFD, unless that area is protected by 1-hour fire rated construction.
- No storage allowed under bleachers or grandstands without prior approval from the LAFD.

**TENTS**

**LAMC 57.3103.2, 57.4811.2(f)**

All tents shall comply with the requirements laid forth in Chapter 31 – *TENTS AND OTHER MEMBRANE STRUCTURES* of the LA FIRE CODE.

- **INDOOR (for Filming)**
  - **Approval Required** – Yes.
- **OUTDOOR (for any reason)**
  - **Permit Required** – Yes. 'Specific Action or Project Permit' required for tent (or aggregate of tents) over 400 sq. ft.
    - \*EXCEPTION: Tents open on all sides that comply with all of the following:**
      1. Individual tents open on all sides having a maximum size of 700 square feet (65 m2)
      2. Aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m2) total.
      3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

NOTE: Any special event on a studio lot which utilizes tents or canopies larger than 12 feet in length or width is considered a Temporary Special Event by the Los Angeles Department of Building and Safety (LADBS) and is subject to approval by the LADBS in addition to approval by the LAFD Film Unit. Please see 'Special Event' section for more information.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**UNIFORMED FIRE SAFETY OFFICER (aka UFSO)**

**LAMC 57.4807.1 - Where permits are required by the Fire Code, a requirement for standby fire safety officers shall be determined by the fire code official on a case-by-case basis.**

A Uniformed Fire Safety Officer (aka UFSO) is a uniformed member of the Department assigned to the Bureau of Fire Prevention and Public Safety who may be assigned to a production due to proposed filming activities, pyrotechnic special effects, temporary special events or for any other reasons determined by the Department. If a UFSO is deemed necessary, payment shall be made directly to the LAFD **at least 1 business day prior to the arrival of the UFSO.**

**UFSO HIRING PROTOCOL**

- ON LOCATION (i.e. outside a studio) – UFSO hired through the permitting process handled by FilmLA.
- ON STUDIO LOT – UFSO hired directly through the LAFD Film Unit. See APPENDIX for ‘Authorization for UFSO’ form and instructions.

**Examples** – Typical circumstances in which a UFSO would be assigned include, but are **not limited to**, the following:

- Audience shows
  - With large numbers of audience members
  - With audience platforms (e.g. audience above ground or under platforms that are not audience risers)
  - With a mosh pit
  - With unusual or complicated audience exiting
- Drones (aka Unmanned Aircraft Systems) indoors and/or outside a stage
- Filming that requires temporarily bypassing the fire alarm and/or smoke systems or placing the system in ‘Test Mode’
- Productions with large numbers of extras
- Special Effects involving pyrotechnics
- Special Events (e.g. temporary change of occupancy events such as charity events, non-filming related events, wrap parties, etc.)
- **When, in the opinion of the Fire Marshal, it is necessary for the preservation of life or property, due to the hazardous nature of an event, production, operation or function.**

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**VEHICLE INDOORS (e.g. Car or other Motor Craft)**

**LAMC 57.314.4, 57.314.4.1, 57.4803.2(e), 57.4811.2(e)**

**PROHIBITED: CATERING TRUCKS ARE PROHIBITED INDOORS AT ALL TIMES**

**Permit Required** – Yes. ‘Special Permit’. No person shall exhibit, store or use any motor vehicle, marine craft or aircraft engine in any assembly occupancy except by authority of a special permit from the Chief pursuant to the LA FIRE CODE.

**Conditions** - Liquid or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

- At least one 20-B:C fire extinguisher shall be on hand.
- Batteries on applicable vehicles are disconnected. **\*EXCEPTION:** *Electric vehicles or newer vehicles with computerized systems. Person(s) in charge of vehicle—preferably the Transportation Captain—shall secure keys and shall ensure that only authorized persons move or operate vehicle.*
- Ensure e-brakes are set and at least 1 wheel is chocked (i.e. secured from movement) on both sides.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- No fueling of vehicles, boats or other motor craft within the building.
- Oil pan shall be placed under all applicable vehicles.

*\*NOTE: Any variance to the requirements listed above shall be approved in writing by the LAFD.*

**Permit Request Protocol** – ‘Special Permit’ request for placing a vehicle on stage will be accepted via email [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) following the protocol outlined below:

- **Subject Line of Email** - Shall be formatted as follows:  
**Special Permit Request [1st Date of Activity] [Studio, Stage#]**  
**\*EXAMPLE: Special Permit Request 10/21/15 Nestor Studios, Stage 1**
- **Body of email** - Shall contain any pertinent information regarding the permit request that is not contained in the “DESCRIPTION OF PERMIT REQUEST” section of the ‘Special Permit’ request.
- **PDF Attachment (‘Special Permit Request’ Form)** – Shall be completed with the required information:
  - **Responsible Individual** (e.g. John Doe)
  - **Email of Responsible Individual** (e.g. [john.doe@nosferatuproductions.com](mailto:john.doe@nosferatuproductions.com))
  - **Phone** (e.g. 213-555-5555)
  - **Production Title** (e.g. Nosferatu)
  - **Production Address** (e.g. 200 N Main, Stage 1, Los Angeles, CA, 90012)
  - **Start Date** (e.g. 10/21/15)
  - **End Date** (e.g. 10/30/15)
  - **Description of Permit Request** – **EXAMPLE: Vehicle (or motor craft) Indoors:** Describe the number and type of vehicles, purpose, etc.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**F I R E & L I F E S A F E T Y R E Q U I R E M E N T S**

**APPENDIX**

**\*NOTE: Any fee schedules or forms included in this document are current as of March 19, 2019 and are subject to change at any time. Download current fee schedules and forms from the LAFD Film Unit website at [www.lafd.org/film-unit](http://www.lafd.org/film-unit).**

- A. **Fire Watch** (Description and requirements)
- B. **Authorization for UFSO** (Form) – For direct payment of a UFSO (e.g. for audience shows, drone use, special events, temporary change-of-occupancy events, etc.)
- C. **Hot Work/Welding Permit Request** (2-part Form: Permit Request & Daily Permit Requirements)
- D. **Special Effects (aka SPFX) Permit Request** (Form) – For pyrotechnic special effects
- E. **Special Permit Request** (Form) – For drone use (indoors and/or outdoors) on studio lots, certain open flame requests and requests to place a vehicle (or motor-craft) indoors
- F. **Specific Action or Project Permit Request** (Form) – For use of tent(s) during special events

## **APPENDIX A – Fire Watch**

### **FIRE WATCH**

This section shall set forth the requirements of a fire watch when the Chief determines that a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or system is inoperable, defective, or has been taken out of service.

- **Authority to require fire watch** - The Chief may require implementation of a fire watch whenever it is deemed necessary by the Chief to assure minimum fire/life safety as regulated by this document. The Chief shall specify the number of fire watch personnel and duties to be performed.
- **Authority of the Chief to assign Department members** - Whenever the owner or person in charge does not provide fire watch personnel as required, the Chief shall have the authority to assign uniformed Department members until such time as required fire watch personnel are provided.
- **Fire watch maintained until safe** - A fire watch shall be maintained until such time that the Chief determines that the building or premises is safe from hazard to life or property, or when fire protection equipment or systems are restored to service.
- **Penalties and minimum fines** - Violation of the preceding two paragraphs (i.e. “Authority of the Chief to assign Department members” and “Fire watch maintained until safe”) shall be subject to penalties and minimum fines as prescribed in Section 109.4.2 and Table 109.4 of the LA FIRE CODE.
- **Responsibility for instruction** - The owner, manager, or person in charge or control of the building or premises shall assign to the fire watch as many personnel as are required by the Chief and shall instruct fire watch personnel as to:
  1. The procedure for notifying the Fire Department.
  2. The area to be patrolled.
  3. A method of alerting building occupants and an evacuation procedure.
    - Note: When two or more fire watch personnel are required, two-way radios may be required by the Fire Department to facilitate communication and evacuation.*
  4. A procedure shall be provided for reactivating sprinkler valves in the event of fire when the sprinkler system has been taken out of service and any other instruction required by the Chief.
- **Log book** - The owner, manager, or person in charge or control of the premises shall provide a log book which contains a directory of names, telephone numbers, and other information to assist in making emergency calls and calls to key management personnel, and which shall be used to record a history of patrol rounds. The log book shall be maintained on the premises and be available for inspection by the LAFD.
- **Specific duty requirements** - Assigned fire watch personnel shall:
  1. Be thoroughly familiar with the area they are patrolling;
  2. Perform patrol operations according to instructions from management;
  3. Patrol their designated area at least once each half hour; and
  4. Make reports as instructed.

*A written record of patrol rounds and any significant information shall be recorded in a log book provided by management. Assigned fire watch personnel shall also relay any special orders or pertinent information to relief personnel and remain on duty until properly relieved.*

**LAFD FILM UNIT**  
**STUDIO / SOUND STAGE**  
**FIRE & LIFE SAFETY REQUIREMENTS**

**APPENDIX B – Authorization for UFSO**

When it has been determined that a Uniformed Fire Safety Officer shall be required (e.g. audience show, drone use, special event, wrap party, etc.) the form 'Authorization for UFSO' shall be completed and emailed to [lafdfilem@lacity.org](mailto:lafdfilem@lacity.org). Payment shall be made directly to the LAFD **at least 1 business day prior to the arrival of the UFSO**.

**Subject Line of Email** – Shall be formatted as follows:

**UFSO Hire Request for [Insert Date of 1st Activity] [Studio, Stage#]**  
**\*EXAMPLE: UFSO Hire Request for 10/21/2015 Nestor Studios, Stage 1**

**Instructions**

1. Circle the applicable event (e.g. **FILMING**)
2. **BILLING CONTACT INFORMATION (Requestor, Company, Address and Phone Number):** The requestor is the person having the authority to process payment. The address provided should be the billing address of the production company.  
*(This address may differ from the location of the activity.)*
3. **LOCATION OF EVENT (Site Address & Event Name):** Location of the event and where the UFSO will report.  
**NUMBER of INSPECTORS REQUIRED, DATE(s), and START & END TIMES**
4. **PAYMENT AUTHORIZATION: Requestor Name, Signature and Date the document was signed**
5. **PAYMENT METHOD:** Payment shall be made prior to the arrival of the UFSO. *(Most companies pay by credit card, as it is the easiest form of payment.)*

Los Angeles Fire Department Fire Prevention Bureau <b>AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER</b> <small>FILM/SPECIAL EVENTS – DIRECT PRE-PAYMENT</small> Address: 200 N. Main St. 17th Fl., LA, CA 90012		F-288 Number
<b>CONTACT INFORMATION</b>		
Public Safety Section:		
Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612
Valley Public Safety Unit is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA		
Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911
<b>FOR CUSTOMER USE ONLY</b>		
The following film/special event has been scheduled: (please circle selection below)		
1. <input checked="" type="radio"/> A. Filming	<input type="radio"/> D. Circus	<input type="radio"/> G. Events within tents
<input type="radio"/> B. Exhibits	<input type="radio"/> E. Firework Displays	<input type="radio"/> H. School Events
<input type="radio"/> C. Shows	<input type="radio"/> F. Carnivals	<input type="radio"/> I. Church Events
		<input type="radio"/> J. Helicopter Landings
		<input type="radio"/> K. Events with open flames
		<input type="radio"/> L. Outdoor/Indoor Special Events
		M. Other: _____
2. Requestor: <u>John Doe</u>	<b>Payment Method:</b>	
Company: <u>The Best Production Company</u>	<input type="checkbox"/> Cash and/or Check	(Make check payable to City of Los Angeles)
Address: <u>123 Any Street</u>	5. <input checked="" type="checkbox"/> Credit/Debit Card	(Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission.)
<u>Los Angeles, CA 91001</u>	<input type="checkbox"/> Advance Deposit	(Authorization Form required)
Phone: <u>555-555-5555</u>	<input type="checkbox"/> Credit Card on File	(Authorization Form required)
3. I hereby request that the Fire Department Inspector schedule a uniform fire safety officer for:	For payments, please call (213) 978-3995;	
Site Address: <u>1234 Sunset Blvd (Nestor Studios, Stage 1)</u>	For billing inquiries, please call (213) 978-3463;	
Event Name: <u>Drone Show #1</u>	For in-person payment or billing inquiries, go to 200 N. Main St.	
No. of inspectors authorized: <u>1</u> on <u>10/21/2015</u>	Rm 1620, L.A, CA 90012.	
at <u>0900 - 1700</u> or a time to be scheduled at a later date.	You can also email us at <a href="mailto:lafd.arfso@lacity.org">lafd.arfso@lacity.org</a> or fax to (213) 978-3414 or 3413.	
<b>FOUR HOUR MINIMUM CHARGE</b>		
4. I agree to pay the minimum fee of \$432.00 for the first <b>four (4) hours</b> , and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged on an hourly basis. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to my authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment.		
Name: <u>John Doe</u>	Signature: <u><i>John Doe</i></u>	Date: <u>09/01/2015</u>



**AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER**

FILM/SPECIAL EVENTS -- DIRECT PRE-PAYMENT

Address: 200 N. Main St. 17th Fl., LA, CA 90012

F-288 Number

**CONTACT INFORMATION**

**Public Safety Section:**

Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613	Email: lafdfilm@lacity.org
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611	Email: lafdpau@lacity.org
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612	Email: lafdsci@lacity.org

**Valley Public Safety Unit** is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA

Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911	Email: lafdvpsu@lacity.org
---------------------------	---------------------	--------------------	----------------------------

**FOR CUSTOMER USE ONLY**

The following film/special event has been scheduled: (please circle selection below)

- |             |                      |                        |                                  |                 |
|-------------|----------------------|------------------------|----------------------------------|-----------------|
| A. Filming  | D. Circus            | G. Events within tents | J. Helicopter Landings           | M. Other: _____ |
| B. Exhibits | E. Firework Displays | H. School Events       | K. Events with open flames       |                 |
| C. Shows    | F. Carnivals         | I. Church Events       | L. Outdoor/Indoor Special Events |                 |

Requestor: \_\_\_\_\_ (Name)

**Payment Method:**

Company: \_\_\_\_\_ (Name)

Cash and/or Check  
( Make check payable to City of Los Angeles )

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

Credit/Debit Card  
( Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission )

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Advance Deposit  
( Authorization Form required )

I hereby request that a Fire Department Inspector schedule a uniform fire safety officer for:

Credit Card on File  
( Authorization Form required )

Site Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

No. of inspectors authorized: \_\_\_\_\_ on \_\_\_\_\_ (Date)

For payments, please call (213) 978-3995;  
For billing inquiries, please call (213) 978-3463;  
For in-person payment or billing inquires, go to 200 N. Main St. Rm 1620, LA, CA 90012.  
You can also email us at lafd.arfso@lacity.org or fax to (213) 978-3414 or 3413.

at \_\_\_\_\_ or a time to be scheduled at a later date.  
(Time)

**FOUR HOUR MINIMUM CHARGE**

I agree to pay the minimum fee of \$432.00 for the first four (4) hours, and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged in whole hours. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to any authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FIRE PREVENTION BUREAU USE ONLY**

Division / Unit Number: \_\_\_\_\_

Inspector Name: \_\_\_\_\_  
(Print Name) (Signature)

Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date/Time) (Date/Time)

Estimated Costs ( Pre-payment )			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Estimated Costs</b>			

**FOR ACCOUNTING USE ONLY**

Pre-payment received on: \_\_\_\_\_

Billing information verified by: \_\_\_\_\_  
(initials & date)

Customer account cleared by: \_\_\_\_\_  
(initials & date)

Actual Costs			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Actual Costs</b>			

**Dept. Revenue Codes:**

- \_\_\_\_\_ FSF-3883-01 (Filming)
- \_\_\_\_\_ FSP-3883-02 (Public Assemblage)
- \_\_\_\_\_ FSS-3883-03 (Schools, Churches, Institutions)
- \_\_\_\_\_ FSC-3883-04 (Industrial/Commercial)
- \_\_\_\_\_ FST-3883-05 (Technical - Fire Development Services)
- \_\_\_\_\_ FSR-3883-06 (Research and Legal - Compliance)
- \_\_\_\_\_ FSV-3883-07 (Valley Public Safety)

Advance deposit drawn: \_\_\_\_\_  
(initials & date)

Credit card on file charged: \_\_\_\_\_  
(initials & date)

RE No. \_\_\_\_\_

Date Invoiced \_\_\_\_\_

RF No. \_\_\_\_\_

Date Refunded \_\_\_\_\_

Under / (Over) Payment	
For Billing	
For Refund	

Additional Information ( Size of cast and crew/generator, any other special information )

A series of 30 horizontal lines provided for entering additional information.



## **APPENDIX C – Hot Work/Welding Permit Request**



**LOS ANGELES FIRE DEPARTMENT**

Bureau of Fire Prevention & Public Safety

FILM UNIT

200 N. Main Street, Suite 1710

Los Angeles, CA 90012

(213) 978-3670

Email request to: [lafdfilem@lacity.org](mailto:lafdfilem@lacity.org)

Subject line of the email shall be formatted as follows: Hot Work Request [1<sup>st</sup> Date of Work] [Studio, Stage #]  
 \*EXAMPLE: Hot Work Request 10/21/15 Nestor Studios, Stage 1

**PERMIT REQUESTS ACCEPTED  
 24 HOURS A DAY VIA EMAIL:  
[lafdfilem@lacity.org](mailto:lafdfilem@lacity.org)**

\* NOTE: PERMIT REQUESTS  
 RECEIVED AFTER 4:00PM  
 WILL BE PROCESSED THE  
 FOLLOWING BUSINESS DAY \*

**HOT WORK AREA PERMIT REQUEST  
 (SPECIAL PERMIT F-315-G)**

**DEFINITIONS**

**RESPONSIBLE PERSON.** A person trained in the safety and fire safety considerations concerned with hot work. Responsible for reviewing the sites prior to issuing permits as part of the hot work permit program and following up as the job progresses.

**HOT WORK PROGRAM.** A permitted program, carried out by approved facilities-designated personnel (aka "**Responsible Person**"), allowing them to oversee and issue permits for hot work conducted by their personnel or at their facility. The intent is to have trained, on-site, responsible personnel ensure that required hot work safety measures are taken to prevent fires and fire spread.

**HOT WORK PERMITS.** *Permits issued by the 'Responsible Person' at the facility* under the hot work permit program permitting welding or other hot work to be done and PRE-PERMITTED BY THE FIRE CODE OFFICIAL VIA THE ISSUANCE OF A SPECIAL PERMIT F-315-G AUTHORIZING A HOT WORK AREA.

**INSTRUCTIONS**

**Step 1: Complete section below** ("RESPONSIBLE PERSON INFORMATION & REQUESTED DATES")

**Step 2: Email completed section to** [lafdfilem@lacity.org](mailto:lafdfilem@lacity.org).

- o Subject line of the email shall be formatted as follows: *Hot Work Request [1st Date of Work] [Studio, Stage#]*  
 \*EXAMPLE: Hot Work Request 10/21/15 Nestor Studios, Stage 1

**Step 3: LAFD Film Unit generates a SPECIAL PERMIT F-315-G** authorizing a HOT WORK AREA to the 'Responsible Person'

- o The SPECIAL PERMIT F-315-G authorizing a HOT WORK AREA is valid for the date range shown at the bottom of the permit issued

**Step 4: The "RESPONSIBLE PERSON" generates HOT WORK PERMIT** (pages 2 & 3) to the person conducting the HOT WORK

- o The HOT WORK PERMIT is valid for one day only, and shall be generated every day HOT WORK is performed
- o The HOT WORK PERMIT shall be completed each day by the Responsible Person and signed, each day, by the person performing the HOT WORK
- o The HOT WORK PERMIT shall be maintained on the premises for a minimum of 48 hours after work is completed

**RESPONSIBLE PERSON INFORMATION & REQUESTED DATES**

Production Title: *	Address of Production (i.e. Studio Address): *		Phone Number of Responsible Individual: *	
Responsible Person: *	City of Production: *		HOT WORK AREA REQUESTED DATES	
Email of Responsible Person: *	State: *	Zip: *	Start Date: *	End Date: *

\*Information required for Special Permit F-315-G

**HOT WORK PERMIT \*VALID FOR ONE DAY ONLY\* (Page 1 of 2)**

This hot work permit is required for any operation involving open flame or producing heat and/or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, or chemical welding.

Date:		Location Address, Building & Floor:	
Person doing hot work: Employee                      Contractor		PERSON DOING HOT WORK  Name _____ Signature _____	
Time Started:	Time Completed:	<b>RESPONSIBLE PERSON (aka Person Issuing Daily Permit):</b> I verify that the above location has been examined, the precautions marked on the checklist below have been taken, and permission is granted for this work.  Name _____ Signature _____	

**PERMIT PRECAUTIONS and REQUIREMENTS**

Pre-hot work check. A pre-hot work check shall be conducted prior to work to ensure that all equipment is safe and hazards are recognized and protected. A report of the check shall be kept at the work site during the work and available upon request. The pre-hot work check shall determine the following:

- Hot work equipment to be used shall be in satisfactory operating condition and in good repair.
- Hot work site is clear of combustibles or combustibles are protected.
- Exposed construction is of noncombustible materials or, if combustible, then protected.
- Openings are protected.
- Floors are kept clean.
- No exposed combustibles are located on the opposite side of partitions, walls, ceilings or floors.
- Fire watches, where required, are assigned.
- Approved actions have been taken to prevent accidental activation of suppression and detection equipment in accordance with the following:
  - o **Sprinkler protection.** Automatic sprinkler protection shall not be shut off while hot work is performed. Where hot work is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinkler heads and shall be removed when the work is completed. If the work extends over several days, the shields shall be removed at the end of each workday. The fire code official shall approve hot work where sprinkler protection is impaired.
  - o **Fire detection systems.** Approved special precautions shall be taken to avoid accidental operation of automatic fire detection systems.
- Fire extinguishers and fire hoses (where provided) are operable and available.

Requirements within 35 ft (11 m) of hot work

- Flammable liquid, dust, lint, and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean and trash removed.
- Combustible floors wet down or covered with damp sand or fire-resistive/noncombustible materials or equivalent.
- Personnel protected from electrical shock when floors are wet.
- Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains; fire-resistive tarpaulins), metal shields, or noncombustible materials.
- All wall and floor openings covered.
- Ducts and conveyors that might carry sparks to distant combustible material covered, protected, or shut down.

Requirements for hot work fire watch and fire monitoring

- Fire watch is provided during and for a minimum of 30 min. after hot work, including any break activity.
- Fire watch is provided with suitable extinguishers and, where practical, a charged small hose.
- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch can be required in adjoining areas, above and below.
- Yes      No      Per the **RESPONSIBLE PERSON** issuing the fire watch, monitoring of hot work area has been extended beyond the 30 min.

**FINAL CHECK**

**RESPONSIBLE PERSON:** Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below, and on opposite side of wall(s) were inspected 30 minutes after the work was completed and were found safe.

Name \_\_\_\_\_ Signature \_\_\_\_\_

## HOT WORK FIRE SAFETY REQUIREMENTS [LAMC 57, Chapter 35]

## LAMC 57.3503 - GENERAL REQUIREMENTS

- **Hot work program permit.** Hot work permits shall be available for review by the fire code official at the time the work is conducted and for 48 hours after work is complete.
- **Records.** The individual responsible for the hot work area shall maintain “pre-work check” reports. Such reports shall be maintained on the premises for a minimum of 48 hours after work is complete.
- **Signage.** Visible hazard identification signs shall be provided. Where the hot work area is accessible to persons other than the operator of the hot work equipment, conspicuous signs shall be posted to warn others before they enter the hot work area. Such signs shall display the following warning:

CAUTION  
HOT WORK IN PROGRESS  
STAY CLEAR

## LAMC 57.3504 - FIRE SAFETY REQUIREMENTS

- Protection of combustibles shall be in accordance with the following:
  - **Combustibles.** Hot work areas shall not contain combustibles or shall be provided with appropriate shielding to prevent sparks, slag or heat from igniting exposed combustibles.
  - **Openings.** Openings or cracks in walls, floors, ducts or shafts within the hot work area shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielded by metal fire-resistant guards, or curtains shall be provided to prevent passage of sparks or slag.
  - **Housekeeping.** Floors shall be kept clean within the hot work area.
  - **Conveyor systems.** Conveyor systems that are capable of carrying sparks to distant combustibles shall be shielded or shut down.
  - **Partitions.** Partitions segregating hot work areas from other areas of the building shall be noncombustible. In fixed hot work areas, the partitions shall be securely connected to the floor such that no gap exists between the floor and the partition. Partitions shall prevent the passage of sparks, slag, and heat from the hot work area.
  - **Floors.** Fixed hot work areas shall have floors with noncombustible surfaces.
  - **Precautions in hot work.** Hot work shall not be performed on containers or equipment that contains or has contained flammable liquids, gases or solids until the containers and equipment have been thoroughly cleaned, inerted or purged; except that “hot tapping” shall be allowed on tanks and pipe lines when such work is to be conducted by approved personnel.
  - **Sprinkler protection.** Automatic sprinkler protection shall not be shut off while hot work is performed. Where hot work is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinkler heads and shall be removed when the work is completed. If the work extends over several days, the shields shall be removed at the end of each workday. The fire code official shall approve hot work where sprinkler protection is impaired.
  - **Fire detection systems.** Approved special precautions shall be taken to avoid accidental operation of automatic fire detection systems.
- Fire watches shall be established and conducted in accordance with the following:
  - **When required.** A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official, or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed. **\*Exception:** Where the hot work area has no fire hazards or combustible exposures.
  - **Location.** The fire watch shall include the entire hot work area. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that exposed areas are monitored.
  - **Duties.** Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.
  - **Fire training.** The individuals responsible for performing the hot work and individuals responsible for providing the fire watch shall be trained in the use of portable fire extinguishers.
  - **Fire hoses.** Where hoselines are required, they shall be connected, charged and ready for operation.
  - **Fire extinguisher.** A minimum of one portable fire extinguisher complying with Section 906 and with a minimum 2 2-A:20-B:C rating shall be readily accessible within 30 feet (9144 mm) of the location where hot work is performed.
- Area reviews - Before hot work is permitted and at least once per day while the permit is in effect, the area shall be inspected by the individual responsible for authorizing hot work operations to ensure that it is a fire safe area. Information shown on the permit shall be verified prior to signing the permit in accordance with Section 57.105.6 of the LAMC.

**APPENDIX D – Special Effects (aka SPFX) Permit Request**



LOS ANGELES FIRE DEPARTMENT

Bureau of Fire Prevention & Public Safety

FILM UNIT

200 N. Main Street, Suite 1710
Los Angeles, CA 90012
(213) 978-3670

Email request to: lafdfilm@lacity.org

PERMIT REQUESTS ACCEPTED

24 HOURS A DAY VIA EMAIL:
lafdfilm@lacity.org

\* NOTE: PERMIT REQUESTS
RECEIVED AFTER 4:00PM
WILL BE PROCESSED THE
FOLLOWING BUSINESS DAY \*

Subject line of the email shall be formatted as follows: SPFX [1st Date of SPFX] - [Last Name, SFM License #]
\* EXAMPLE: SPFX 10/21/15 (MOREL 1234.06) \*

SPECIAL EFFECTS PERMIT REQUEST

PYROTECHNIC OPERATOR INFORMATION

Name: \* SFM License #: \* E-Mail: \* Today's Date: \*
Address: \* City: \* State: \* ZIP: \*
Mobile Phone #: \* Alternate Phone #:
Name of 2nd Operator (if applicable): 2nd Operator SFM License #: 2nd Operator Mobile Phone #:

PRODUCTION COMPANY INFORMATION

Production Title: \* Production Company Name: \* Location Manager: \*
Address of Filming Location: \* FilmLA Permit #: Location Manager Mobile Phone #: \*
FX Location 1: \* PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY Date(s): \* Time(s):
FX Location 2: \* PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY Date(s): Time(s):

\*Required

PYROTECHNICS INFORMATION

DESCRIPTION OF SCENE

Describe FX Scene (Considerations: Adults/Minors in scene; # of takes; SPFX used per take; SPFX distance from talent; Smoking: # of cigarettes, # of talent smoking, etc.): \*

\*Required

Table with 8 columns: CHECK BOX (as applicable), Breaking Glass, Bullets / Squib Hits, Burn Barrels, Candles, Cigarettes or Cigars, Dust Hits, Explosions. Includes sub-rows for Fire Ball, Fireplace, Flame Bars, Hand Held Torches, Open Flame, Sparklers, Stove.

ITEMIZED SPFX TO BE USED

Table with 7 columns for SPARKS/SQUIBS: Z-16A QTY, Z-17 QTY, Z-17A QTY, D60-1 QTY, D60-3 QTY, D60-6 QTY, D80-1/2 QTY, D80-1 QTY, D80-2 QTY, SD70-4 QTY, SD-40 QTY, SD-100 QTY, MD-1 QTY, QTY, QTY, QTY, QTY.

Table with 4 columns: PROPANE TANKS, DETONATING CORD, FLAMMABLE LIQUID in GALLONS, SMOKE. Includes rows for Gasoline, Diesel, Rubber Cement and Black, White, Other smoke types.

LIST OTHER PYROTECHNIC MATERIALS AND AMOUNTS HERE:

FIRE PROTECTION / FIRE LIFE SAFETY \*REQUIRED AS APPLICABLE\*

Table with 4 columns: FIRE EXTINGUISHERS (Type, Qty), HOSE LINE(S) (1", 2.5", 2", Other), WATER TRUCK(S) (2,000 gal., 2,500 gal., 4,000 gal., Qty), Other Water Truck (Size in Gallons. & #).

LIST OTHER FIRE PROTECTION HERE:

PURCHASE REQUEST

Table with 2 columns: NAME OF SUPPLIER, REQUESTED MATERIALS & AMOUNTS

Table with 4 columns: LAFD USE ONLY, USE PERMIT#, PURCHASE PERMIT #, SPOT CHECK, UFOSO REQUIRED

## **APPENDIX E – Special Permit Request**



**LOS ANGELES FIRE DEPARTMENT**  
Bureau of Fire Prevention & Public Safety

**FILM UNIT**

200 N. Main Street, Suite 1710  
Los Angeles, CA 90012  
(213) 978-3670

Email request to: [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)

Subject line of the email shall be formatted as follows: **Special Permit Request [1<sup>st</sup> Date of Work]**  
**\*EXAMPLE: Special Permit Request 10/21/15 – 123 N. Main St**

**PERMIT REQUESTS ACCEPTED  
24 HOURS A DAY VIA EMAIL:  
[lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)**

**\* NOTE: PERMIT REQUESTS  
RECEIVED AFTER 4:00PM  
WILL BE PROCESSED THE  
FOLLOWING BUSINESS DAY \***

**GENERIC SPECIAL PERMIT REQUEST (F-315-G)**

**PURPOSE**

During the course of filming—or special event—certain activities may require a Special Permit F-315-G issued by the LAFD Film Unit. Examples of these situations include, but are not limited to:

- *Open flame (Determined on a case-by-case basis. In certain circumstances, a licensed pyrotechnic operator may be required.)*
- *UAS/DRONE (indoor use on location, or indoor/outdoor use at a certified studio)*
- *Vehicle (or any motor craft) indoors*

**NOTE: For HOT-WORK/WELDING requests, please uses 'LAFD FILM – Hot Work Permit Request' form. For PYROTECHNIC requests, please use 'LAFD Film – SPFX Permit Request' form.**

**INSTRUCTIONS**

**Step 1: Complete “PRODUCTION COMPANY INFORMATION” and “DESCRIPTION OF PERMIT REQUEST” sections below.**

**Step 2: Email completed form to [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).**

**Subject line of the email shall be formatted as follows: *Special Permit Request [1<sup>st</sup> Date of Work] [Address of Request]***

**\*EXAMPLE: *Special Permit Request 10/21/15 – 123 N. Main St.***

**Step 3: LAFD Film Unit will issue *SPECIAL PERMIT F-315-G* to responsible individual.**

**PRODUCTION COMPANY INFORMATION**

Production Title: *	Address of Production Location: *	Phone Number of Responsible Individual: *	FilmLA Permit # (As applicable)
Responsible Individual: *	City of Production Location: *	Mobile Phone Number of Responsible Individual:	FilmLA Coordinator (As applicable)
Email of Responsible Individual: *	State: *	Zip: *	Start Date: *    End Date: *

**DESCRIPTION OF PERMIT REQUEST**

Describe the permit request AND BE SPECIFIC. *For candle requests, describe candle (e.g. votive, tapered, etc.), total number, placement (e.g. on altar, birthday cake, in a room, around a pool, etc.) number of Adults/Minors in scene, # of takes, etc. For actors smoking, please provide approximate # of cigarettes, # of talent smoking, etc.\**



## **APPENDIX F – Specific Action or Project Permit Request**

*\*NOTE: Any fee schedules or forms included in this document are current as of March 18, 2019 and are subject to change at any time. Download current fee schedules and forms from the LAFD Film Unit website at [www.lafd.org/film-unit](http://www.lafd.org/film-unit).*



**LOS ANGELES FIRE DEPARTMENT**

Bureau of Fire Prevention & Public Safety

**FILM UNIT**

200 N. Main Street, Suite 1710

Los Angeles, CA 90012

(213) 978-3670

Email application to: [lafdfile@lacity.org](mailto:lafdfile@lacity.org)

Subject line of the email **shall** be formatted as follows: *[ITEM] [1<sup>ST</sup> Date of Activity] - [Street Address of Activity Location]*

**\* EXAMPLE: TENT 10/21/15 - 200 N Main St \***

Make checks payable to: "City of Los Angeles"

**APPLICATION FOR SPECIFIC ACTION OR PROJECT PERMIT**

LOCATION INFORMATION

Address	Date(s) of Use	FIRE DEPARTMENT USE ONLY	
		Date Granted	Permit #
		Date Expired	
Name		Phone	
City	State	Zip Code	

CONTRACTOR INFORMATION

Name		Phone
Address		
City	State	Zip Code
Print Name	Signature	Title

PROPERTY OWNER / SPONSORING ORGANIZATION

Name		Phone
Address		
City	State	Zip Code
Print Name	Signature	Title

***\*Do not write below this line\****

Inspector Signature		<b>FIRE MARSHAL</b>	
		Permit will not be valid unless signed by Fire Marshal.	
Date	Unit	EMS & Receipts Unit	
	<b>FILM</b>	200 N. Main, City Hall East	
	Phone	<b>(213) 978-3670</b>	
		Suite #1620 (RevCode #3882)	
		HOURS 7:30AM – 4:30PM Monday through Friday	
ITEM	CODE	QTY	FEE
Fireworks – Ground Display	380		\$381.00
Fireworks – Aerial Burst (Not over 6")	390		\$508.00
Fireworks – Aerial Burst (Over 6")	400		\$1,016.00
Exhibit, Show or Circus	420		\$762.00
Tent – 450 to 3,500 Sq Ft	430		\$508.00
Tent – 3,500 to 25,000 Sq Ft	440		\$1,016.00
Tent – Over 25,000 Sq Ft	450		\$2,032.00
Helicopter Landing	490		\$762.00
<b>TOTAL FEES</b>			

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
Unmanned Aircraft System [aka DRONE] Guidelines



Contact the LAFD Film Unit 24 hours a day by email, or during business hours by phone:

**[lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)**  
**213-978-3670**

# LOS ANGELES FIRE DEPARTMENT



# FIRE LANE

The Los Angeles Fire Department reminds you that all requirements of the *Los Angeles Fire Code* will be enforced:

**4804.2 Aisles.** Perimeter aisles within the sound stage and approved production facility shall be provided. Aisles required by this section shall have a minimum width of 4 feet (1219 mm). See Chapter 10\* for maintenance requirements. Aisles required by this section shall have a minimum clear unobstructed height of 7 feet (2134 mm).

*\*Chapter 10 – EGRESS*

**1001.2 Minimum requirements.** It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.

*Repeat violations will result in the assignment of a Uniformed Fire Safety Officer. The cost for the Safety Officer will be billed to the Production Company.*

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**U A S ( a k a D R O N E ) G u i d e l i n e s**

**Introduction**

The use of an Unmanned Aircraft System (aka UAS or Drone) for commercial filming on studio lots—indoors or outdoors—requires a ‘*Special Permit*’ and the hiring of a Uniformed Fire Safety Officer (aka UFSO) for fire and life safety oversight. Both ‘*Special Permit*’ and ‘*Authorization for UFSO*’ request forms can be found at the end of this document.

**LAFD Film Unit Requirements for Filming with UAS**

- UFSO shall be present during all UAS activity for filming
- UFSO shall have the authority to suspend or cancel the UAS filming operation for violation of these provisions or unsafe conduct
- **A SAFETY MEETING SHALL BE CONDUCTED PRIOR TO DRONE USE.**
- For outdoor drone use, the following notifications shall be made one-half hour prior to flight:
  - **LAPD Air Support Division – (213) 485-2600**
  - **LAFD Air Operations – (818) 756-8635**
- Maintain copies of all pertinent documentation for onsite review upon request
- UAS must be flown within the manufacturer’s designed parameters, relative to wind, weather and payload
- UAS must be operated utilizing “Flight Controller Stabilization Mode” (i.e. “Manual Flying” prohibited)

**FAA Requirements (FAA waivers shall be in writing and submitted as PDFs)**

- **WEIGHT:** UAS must weigh **less than 55lbs.** (gross weight)
- **SPEED:** Maximum groundspeed of **100 mph** (87 knots)
- **ALTITUDE:** Maximum altitude of **400 feet above ground level (AGL)** or, if higher than 400 feet AGL, remain within 400 feet of a structure
- **CREW** - UAS operations will utilize a minimum 2 or 3-person crew:
  - **Pilot (mandatory)**
  - **Visual Operator (mandatory)**
  - *Camera Operator (as required for film production)*

\*NOTE: No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.
- **VISUAL LINE OF SIGHT (VLOS)**
  - UAS shall be flown within the visual line of sight of the pilot (or the visual observer) at all times.
  - First-person view camera cannot satisfy “see-and-avoid” requirement.
- **DAYLIGHT ONLY OPERATIONS:** UAS may not be operated during the night (1/2 hour prior to sunrise or 1/2 hour prior to sunset).
- **AIRSPACE RESTRICTIONS**
  - Operations in Class B (LAX), C (Burbank), D (Van Nuys / Whiteman / Santa Monica) and E airspace are allowed with the required air traffic control (ATC) permission.
  - Operations in Class G airspace are allowed without air traffic control (ATC) permission.
- **PROHIBITED OPERATIONS**
  - **No** operations directly over any person (a) not directly participating in the operation of the drone, or (b) located under a covered structure (or inside a stationary vehicle) that can provide reasonable protection from a falling small unmanned aircraft.
  - **No** operations from a moving aircraft.
  - **No** operations from a moving vehicle unless the operation is over a sparsely populated area.
  - **No** careless or reckless operations.
  - **No** carriage of hazardous materials.

**NOTE: ANY APPLICABLE FAA WAIVERS REQUIRED FOR OUTDOOR DRONE ACTIVITY WILL ALSO BE REQUIRED FOR INDOOR DRONE ACTIVITY.**

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**U A S ( a k a D R O N E ) G u i d e l i n e s**

**EMAIL Instructions for Drone Use on Studio Lots**

Drone filming requests shall be emailed to the LAFD Film Unit ([lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)) at least **3 business days in advance of filming** and shall contain the following information:

**1. Subject Line of Email** – Shall be formatted as follows:

**Drone Permit Request [1<sup>st</sup> Date of UAS Activity] [Studio, Stage#]**

***\*EXAMPLE: Drone Permit Request 10/21/15 Nestor Studios, Stage 1***

**2. Body of Email** – Shall contain required information for the '**SPECIAL PERMIT**':

The special permit will be issued to the drone pilot employed by the production company. The following information shall be forwarded to the LAFD Film Unit in the body of the email request:

- Drone Pilot Firm
- Drone Pilot Name
- Drone Pilot Phone Number
- Drone Pilot Email
- Drone Filming Location (e.g. Nestor Studios, 1234 Sunset Blvd, Stage 1, Los Angeles, CA 91111)

**3. PDF Attachments**

A. **DRONE DOCUMENTATION** - Required proof of drone operating authority, drone registration, insurance and any applicable waivers:

**(1) LICENSE & DRONE INFORMATION** - Proof of drone operating authority under Part 107:

- **UAS Registration Certificate** for all UAS intended to be used during filming
- **Remote Pilot in Command:** Name, Phone Number and Copy of Remote Pilot Certificate  
*\*As applicable: Proof of passing score on FAA Airman Knowledge Test (Required every 2 years)*
- **Visual Observer:** Name and Phone Number
- *\*Third Person required if camera is on a gimbal (i.e. not fixed)*
- Description of Planned Operations

**(2) INSURANCE** - Proof of insurance with a limit of at least \$2,000,000 of coverage

**(3) WAIVERS (as applicable)** - **FAA waivers shall be in writing and submitted as PDFs.**

- Operation from a moving vehicle or aircraft (§ 107.25)
- Daylight operation (§ 107.29)
- Visual line of sight aircraft operation (§ 107.31)
- Visual observer (§ 107.33)
- Operation of multiple, small unmanned aircraft systems (§ 107.35)
- Yielding the right of way (§ 107.37(a))
- Operation over people (§ 107.39)
- Operation in certain airspace (§ 107.41)
- Operating limitations for small unmanned aircraft (§ 107.51)

B. **SPECIAL PERMIT INFORMATION** (see form '*Special Permit*')

- Production Title
- Drone Operator (i.e. Responsible Individual) Name, Email and Phone Number
- Production Location Address, City, State & Zip Code (i.e. Studio Address, City, State & Zip)
- Start & End Dates of Drone Activity
- Description of Drone Activity

C. **UFSO HIRE INFORMATION** (see form '*Authorization for UFSO*')

All drone use, inside or outside a studio, requires a Uniformed Fire Safety Officer for fire and life safety oversight. Complete the "*For Customer Use Only*" section of the attached '*Authorization for UFSO*' form and follow the email instructions highlighted in yellow.

**LAFD FILM UNIT**  
**STUDIO / SOUND STAGE**  
**UAS (aka DRONE) Guidelines**

**Special Permit**



**LOS ANGELES FIRE DEPARTMENT**  
Bureau of Fire Prevention & Public Safety

**FILM UNIT**

200 N. Main Street, Suite 1710  
Los Angeles, CA 90012  
(213) 978-3670

Email request to: [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)

Subject line of the email shall be formatted as follows: Special Permit Request [1<sup>st</sup> Date of Work]  
*\*EXAMPLE: Special Permit Request 10/21/15 – 123 N. Main St*

**PERMIT REQUESTS ACCEPTED  
24 HOURS A DAY VIA EMAIL:  
[lafdfilm@lacity.org](mailto:lafdfilm@lacity.org)**

*\* NOTE: PERMIT REQUESTS  
RECEIVED AFTER 4:00PM  
WILL BE PROCESSED THE  
FOLLOWING BUSINESS DAY \**

**GENERIC SPECIAL PERMIT REQUEST (F-315-G)**

**PURPOSE**

During the course of filming—or special event—certain activities may require a Special Permit F-315-G issued by the LAFD Film Unit. Examples of these situations include, but are not limited to:

- *Open flame (Determined on a case-by-case basis. In certain circumstances, a licensed pyrotechnic operator may be required.)*
- *UAS/DRONE (indoor use on location, or indoor/outdoor use at a certified studio)*
- *Vehicle (or any motor craft) indoors*

**NOTE: For HOT-WORK/WELDING requests, please uses 'LAFD FILM – Hot Work Permit Request' form. For PYROTECHNIC requests, please use 'LAFD Film – SPFX Permit Request' form.**

**INSTRUCTIONS**

**Step 1: Complete “PRODUCTION COMPANY INFORMATION” and “DESCRIPTION OF PERMIT REQUEST” sections below.**

**Step 2: Email completed form to [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).**

**Subject line of the email shall be formatted as follows: Special Permit Request [1<sup>st</sup> Date of Work] [Address of Request]**

***\*EXAMPLE: Special Permit Request 10/21/15 – 123 N. Main St.***

**Step 3: LAFD Film Unit will issue SPECIAL PERMIT F-315-G to responsible individual.**

**PRODUCTION COMPANY INFORMATION**

Production Title: *	Address of Production Location: *	Phone Number of Responsible Individual: *	FilmLA Permit # (As applicable)
Responsible Individual: *	City of Production Location: *	Mobile Phone Number of Responsible Individual:	FilmLA Coordinator (As applicable)
Email of Responsible Individual: *	State: *	Zip: *	Start Date: *    End Date: *

**DESCRIPTION OF PERMIT REQUEST**

Describe the permit request AND BE SPECIFIC. For candle requests, describe candle (e.g. votive, tapered, etc.), total number, placement (e.g. on altar, birthday cake, in a room, around a pool, etc.) number of Adults/Minors in scene, # of takes, etc. For actors smoking, please provide approximate # of cigarettes, # of talent smoking, etc.\*



**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**U A S ( a k a D R O N E ) G u i d e l i n e s**

**Payment for Uniformed Fire Safety Officer ('Authorization for UFO')'**

All drone activity on studio property (inside or outside) requires a Uniformed Fire Safety Officer (aka UFO). The form 'Authorization for UFO' shall be completed and emailed to [lafdfilem@lacity.org](mailto:lafdfilem@lacity.org). Payment shall be made directly to the LAFD at **least 1 business day prior to the arrival of the UFO.**

**Subject Line of Email** – Shall be formatted as follows:

**UFSO Hire Request for [Insert 1<sup>st</sup> Date of Drone Activity ] [Studio, Stage#]**

**\*EXAMPLE: UFO Hire Request for 10/21/2015 Nestor Studios, Stage 1**

**Instructions**

1. Circle the applicable event (e.g. **FILMING**)
2. **BILLING CONTACT INFORMATION (Requestor, Company, Address and Phone Number):** The requestor is the person having the authority to process payment. The address provided should be the billing address of the production company. *(This address may differ from the location of the activity.)*
3. **LOCATION OF EVENT (Site Address & Event Name):** Location of the event and where the UFO will report. **NUMBER of INSPECTORS REQUIRED, DATE(s), and START & END TIMES**
4. **PAYMENT AUTHORIZATION: Requestor Name, Signature and Date the document was signed**
5. **PAYMENT METHOD:** Payment shall be made prior to the arrival of the UFO. *(Most companies pay by credit card, as it's the easiest form of payment.)*

Los Angeles Fire Department Fire Prevention Bureau <b>AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER</b> <small>FILM/SPECIAL EVENTS – DIRECT PRE-PAYMENT</small> Address: 200 N. Main St. 17th Fl., L.A., CA 90012		F-288 Number
<b>CONTACT INFORMATION</b>		
Public Safety Section:		
Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612
Valley Public Safety Unit is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA		
Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911
<b>FOR CUSTOMER USE ONLY</b>		
The following film/special event has been scheduled: (please circle selection below)		
1	<input checked="" type="radio"/> A. Filming	D. Circus
	<input type="radio"/> B. Exhibits	E. Firework Displays
	<input type="radio"/> C. Shows	F. Carnivals
	<input type="radio"/> G. Events within tents	H. School Events
	<input type="radio"/> I. Church Events	J. Helicopter Landings
	<input type="radio"/> K. Events with open flames	L. Outdoor/Indoor Special Events
	<input type="radio"/> M. Other:	
2	Requestor: <b>John Doe</b> <small>(Name)</small>	Payment Method:
	Company: <b>The Best Production Company</b> <small>(Name)</small>	<input type="checkbox"/> Cash and/or Check <small>(Make check payable to City of Los Angeles)</small>
	Address: <b>123 Any Street</b>	5 <input checked="" type="checkbox"/> <b>Credit/Debit Card</b> <small>(Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission.)</small>
	<b>Los Angeles, CA 91001</b> <small>(City, State, Zip)</small>	<input type="checkbox"/> Advance Deposit <small>(Authorization Form required)</small>
	Phone: <b>555-555-5555</b> Fax:	<input type="checkbox"/> Credit Card on File <small>(Authorization Form required)</small>
3	I hereby request that the Fire Department Inspector schedule a uniform fire safety officer for:	
	Site Address: <b>1234 Sunset Blvd (Nestor Studios, Stage 1)</b>	
	Event Name: <b>Drone Show #1</b>	
	No. of inspectors authorized: <b>1</b> on <b>10/21/2015</b>	For payments, please call (213) 978-3995;
	at <b>0900 - 1700</b> or a time to be scheduled at a later date.	For billing inquiries, please call (213) 978-3463;
		For in-person payment or billing inquiries, go to 200 N. Main St. Rm 1620, L.A., CA 90012.
		You can also email us at <a href="mailto:lafd.arfso@lacity.org">lafd.arfso@lacity.org</a> or fax to (213) 978-3414 or 3413.
<b>FOUR HOUR MINIMUM CHARGE</b>		
4	I agree to pay the minimum fee of <del>\$152.00</del> for the first <b>four (4) hours</b> , and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged in <b>one-hour</b> increments. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to an authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment.	
	Name: <b>John Doe</b> Signature: <i>John Doe</i> Date: <b>09/01/2015</b>	



**AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER**

FILM/SPECIAL EVENTS -- DIRECT PRE-PAYMENT

Address: 200 N. Main St. 17th Fl., LA, CA 90012

F-288 Number

**CONTACT INFORMATION**

**Public Safety Section:**

Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613	Email: lafdfilm@lacity.org
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611	Email: lafdpau@lacity.org
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612	Email: lafdsci@lacity.org

**Valley Public Safety Unit** is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA

Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911	Email: lafdvpsu@lacity.org
---------------------------	---------------------	--------------------	----------------------------

**FOR CUSTOMER USE ONLY**

The following film/special event has been scheduled: (please circle selection below)

- |             |                      |                        |                                  |                 |
|-------------|----------------------|------------------------|----------------------------------|-----------------|
| A. Filming  | D. Circus            | G. Events within tents | J. Helicopter Landings           | M. Other: _____ |
| B. Exhibits | E. Firework Displays | H. School Events       | K. Events with open flames       |                 |
| C. Shows    | F. Carnivals         | I. Church Events       | L. Outdoor/Indoor Special Events |                 |

Requestor: \_\_\_\_\_ (Name)

**Payment Method:**

Company: \_\_\_\_\_ (Name)

Cash and/or Check  
( Make check payable to City of Los Angeles )

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

Credit/Debit Card  
( Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission )

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Advance Deposit  
( Authorization Form required )

I hereby request that a Fire Department Inspector schedule a uniform fire safety officer for:

Credit Card on File  
( Authorization Form required )

Site Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

No. of inspectors authorized: \_\_\_\_\_ on \_\_\_\_\_ (Date)

For payments, please call (213) 978-3995;  
For billing inquiries, please call (213) 978-3463;  
For in-person payment or billing inquires, go to 200 N. Main St. Rm 1620, LA, CA 90012.  
You can also email us at lafd.arfso@lacity.org or fax to (213) 978-3414 or 3413.

at \_\_\_\_\_ or a time to be scheduled at a later date.  
(Time)

**FOUR HOUR MINIMUM CHARGE**

I agree to pay the minimum fee of \$432.00 for the first four (4) hours, and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged in whole hours. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to any authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FIRE PREVENTION BUREAU USE ONLY**

Division / Unit Number: \_\_\_\_\_

Inspector Name: \_\_\_\_\_  
(Print Name) (Signature)

Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date/Time) (Date/Time)

Estimated Costs ( Pre-payment )			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Estimated Costs</b>			

**FOR ACCOUNTING USE ONLY**

Pre-payment received on: \_\_\_\_\_

Billing information verified by: \_\_\_\_\_  
(initials & date)

Customer account cleared by: \_\_\_\_\_  
(initials & date)

Actual Costs			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Actual Costs</b>			

**Dept. Revenue Codes:**

- \_\_\_\_\_ FSF-3883-01 (Filming)
- \_\_\_\_\_ FSP-3883-02 (Public Assemblage)
- \_\_\_\_\_ FSS-3883-03 (Schools, Churches, Institutions)
- \_\_\_\_\_ FSC-3883-04 (Industrial/Commercial)
- \_\_\_\_\_ FST-3883-05 (Technical - Fire Development Services)
- \_\_\_\_\_ FSR-3883-06 (Research and Legal - Compliance)
- \_\_\_\_\_ FSV-3883-07 (Valley Public Safety)

Advance deposit drawn: \_\_\_\_\_  
(initials & date)

Credit card on file charged: \_\_\_\_\_  
(initials & date)

RE No. \_\_\_\_\_

Date Invoiced \_\_\_\_\_

RF No. \_\_\_\_\_

Date Refunded \_\_\_\_\_

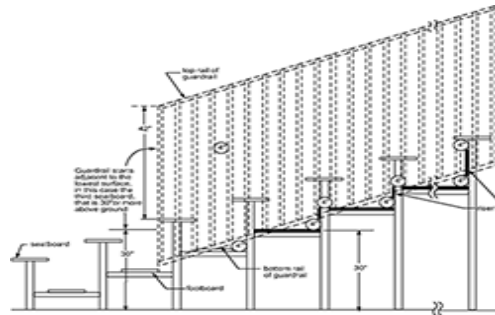
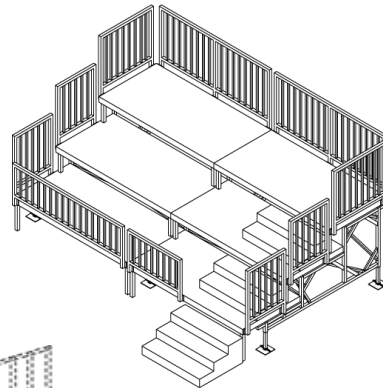
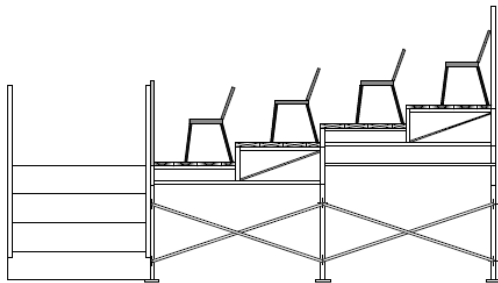
Under / (Over) Payment	
For Billing	
For Refund	



# L A F D F I L M U N I T

## S T U D I O / S O U N D S T A G E

### Audience Show Approval Guidelines



Contact the LAFD Film Unit 24 hours a day by email, or during business hours by phone:

**[lafdfilem@lacity.org](mailto:lafdfilem@lacity.org)**  
**213-978-3670**

# LOS ANGELES FIRE DEPARTMENT



# FIRE LANE

The Los Angeles Fire Department reminds you that all requirements of the *Los Angeles Fire Code* will be enforced:

**4804.2 Aisles.** Perimeter aisles within the sound stage and approved production facility shall be provided. Aisles required by this section shall have a minimum width of 4 feet (1219 mm). See Chapter 10\* for maintenance requirements. Aisles required by this section shall have a minimum clear unobstructed height of 7 feet (2134 mm).

*\*Chapter 10 – EGRESS*

**1001.2 Minimum requirements.** It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.

*Repeat violations will result in the assignment of a Uniformed Fire Safety Officer. The cost for the Safety Officer will be billed to the Production Company.*

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Purpose**

Filming before a live audience presents a variety of fire and life safety challenges since the general public may not be familiar with studio protocol. Consequently, those challenges must be met with additional safety precautions. The minimum requirements outlined in this document are applicable to most, but not all, audience shows. Depending on a variety of factors (e.g. type of show, audience size, use of pyrotechnic special effects, vehicle on stage, unusual or complicated audience exiting, etc.) additional requirements and/or revisions to existing requirements may apply.

**If you are unsure, ask.**

**It's safer (easier and more cost-effective) to do it correctly the first time.**

Contact the LAFD Film Unit 24 hours a day by email, or during business hours by phone:

**lafdfilm@lacity.org**

**213-978-3670**

**\*NOTE: Any fee schedules or forms included in this document are current as of March 18, 2019 and are subject to change at any time. Download current fee schedules and forms from the LAFD Film Unit website at [www.lafd.org/film-unit](http://www.lafd.org/film-unit).**

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Table of Contents**

<b>Fire Lane Requirements</b> .....	2
<b>Audience Show Approval Process</b> .....	5
<b>Day of Show - Production Company Responsibilities</b> .....	5
<b>General Requirements</b> .....	6
4-Foot Perimeter .....	2, 6
Approvals & Permits .....	6
EXITS: Signage, Visibility & Announcement.....	6
EXITS: Stairwell Landing & Exit Pathway Illumination .....	6
Fire Equipment (Access, Clearance & Operability).....	7
Flame Proofing .....	7
Flammable & Combustible Liquids, Gases.....	7
Seating (General Requirements) .....	7
Storage Underneath Audience Seating Prohibited.....	7
Uniformed Fire Safety Officer (aka UFSO).....	7
Use of Crane or Boom.....	7
<b>Bleacher/Grandstand Seating and Platform Requirements</b> .....	8
Approved Engineering (Stamped/Certified Plans).....	8
Aisle Width (Cross Aisle and Stair Aisles).....	8
Guards (Height and Openings) .....	8
Handrails (Height, Graspability, Continuity and Mid-Aisle Requirements) .....	8
Seating (Bonding of Chairs) .....	8
Stairwell Landing Clearance.....	8
Steps/Stairs (Kickplates, Rise & Run and Tread Marking Stripe).....	8
<b>Approval Request Email Instructions</b> .....	9
Subject Line of Email.....	9
Body of Email (Required Production Company Information).....	9
PDF Attachments (Site Plan Requirements) .....	9
<b>APPENDIX Authorization for UFSO (Form)</b> .....	10

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Audience Show Approval Process**

- 1) **REQUEST:** Audience Show Approval Request shall be submitted via email to [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) at **least 10 business days in advance of show.**
- 2) **CONTACT:** LAFD contacts production company to coordinate walk-through of location.
- 3) **WALK-THROUGH:** LAFD conducts walk-through and, if applicable, provides corrective measures. Subsequent walk-throughs are conducted as needed, until a final walk-through is achieved.
- 4) **APPROVAL:** LAFD approves Audience Show.
- 5) **\*UNIFORM FIRE SAFETY OFFICER (Assigned, as applicable, on a case-by-case basis):**  
**LAMC 57.4807.1 - Where permits are required by the Fire Code, a requirement for standby fire safety officers shall be determined by the fire code official on a case-by-case basis.**  
Whether a UFSO shall be required for an audience show depends upon a variety of factors (e.g. type of show, audience size, use of pyrotechnic special effects, unusual audience exiting, vehicle indoors, etc.) and the determination is made by a LAFD Film Unit representative during the Audience Show approval process. If a UFSO is required, the production company shall:
  - a. **Authorization Form:** The production company shall submit a completed 'Authorization for Uniform Fire Safety Officer' form to the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org). (See APPENDIX for form).
  - b. **Make Payment:** The production company shall complete payment for the UFSO at **least 1 business day prior to the arrival of the UFSO.**

**Day of Show - Production Company Responsibilities**

Prior to admitting the audience for an audience show, a responsible person from the production company shall be designated. This person shall ensure:

- **Exits (Unlocked and illuminated)**
  - a. *Unlocked:* All exits are unlocked and maintained free of any, and all, obstructions and potential obstructions.
  - b. *Illuminated:* Exit signs are illuminated.
- **Stairs, Landing Areas and Exit Passageways (Obstructions removed & areas/pathways illuminated)**
  - a. *Obstructions Removed:* Obstructions are removed from the exit aisles, doors and passageways, stairwells and landings that serve the audience.
  - b. *Illuminated:* Proper lighting or illumination of exit passageways, stairs and landing areas.
- **Walk-through:** Upon arrival of the UFSO, a walkthrough of the location shall be conducted.



**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**General Requirements**

The minimum requirements outlined below are applicable to most audience shows. Depending on the type of audience show (e.g. cooking show, large audience, etc.), additional requirements may apply. Contact the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) if you have any questions.

**4-Foot Perimeter (aka Interior Fire Lane) Minimum Requirements:**

- a) **HEIGHT – 7 feet**
- b) **WIDTH – 4 feet**
- c) **ILLUMINATED – Pathways shall be well-lit so that they can be easily traveled and, in the event of power failure, exit path illumination shall be automatically provided by an approved emergency back-up system.**

**The 4-Foot PERIMETER SHALL BE CLEAR & UNOBSTRUCTED AT ALL TIMES (including load-in and strike days)**

**1. Approvals and Permits - If you are unsure, ask. It's safer, easier and less costly to do it correctly the first time.** Please consult the document 'LAFD Film Unit Studio and Sound Stage Fire & Life Safety Requirements' for in-depth descriptions of the following approvals and permits:

**Approval shall be required for:**

- Alteration, bypass or disconnection of any fire detection and signaling systems
- Audience Shows
- Changes to audience shows or special events once they have been approved
- Flammable or combustible liquids, gases or dust
- Special Events (e.g. temporary change of occupancy events such as charity events, non-filming related events, etc.)
- \*Anything that may affect the exiting and/or safety on the stage as determined by the LAFD

**Permit shall be required for:**

- a) Drones (aka Unmanned Aircraft Systems) indoors and/or outdoors on studio property – 'Special Permit'
- b) Fuel Truck (aka Mobile Fueller) – **This permit is not issued by the LAFD Film Unit.** To obtain this permit, visit the LAFD Fire Development Services Unit at 201 N. Figueroa, Suite 300, Los Angeles, CA 90012.
- c) Hot Work / Welding – 'Special Permit'
- d) Open Flame (e.g. candles, cooking, fire performer, fireplace, smoking, torches, etc.) – Depending on the desired effect, either a 'Special Permit' or a 'Special Permit to Use Special Effects' is required. If you are unsure which permit is required, contact your pyrotechnic operator or email the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org).
- e) Presence of Motor Vehicles (or any motor-craft) within a building - 'Special Permit'
- f) Pyrotechnic Special Effects - 'Special Permit to Use Special Effects'
- g) Tents greater than 400 sq. ft. – 'Specific Action or Project Permit'  
**\*EXCEPTION:** Outdoor tent (or aggregate of tents) with a maximum size of 700 sq. ft., open on all sides and maintains a clearance of 12 feet to all structures or tents.
- h) \*Any additional permits as required by the fire code official

**2. EXITS: Signage, Visibility & Announcement**

- a) **SIGNAGE:** Minimum requirement of 2 exit signs, visible from every chair in the audience, illuminated and equipped with emergency power.
- b) **VISIBILITY:** The exit locations must be visible to the occupants as the announcement is being made. This may be accomplished by highlighting the exits using spotlights, flashlights, security officers or event personnel to point out the exits, by lowering the houselights to highlight the exit signs, or by means of a large visual screen showing all exits or by using other appropriate measures.
- c) **ANNOUNCEMENT:** An announcement shall be made in the main area of the event at the beginning of each public assemblage. It shall include the locations and number of exits. For those assemblages extending over two hours in length and not having a definite ending time, the announcement shall be made at the beginning and at least every two hours thereafter.

**3. EXITS: Stairwell Landing Clearance & Exit Pathway Illumination**

- a) **STAIRWELL CLEARANCE:** Exiting clearance from bleacher/grandstand stairwells shall be the width of the stairs or a minimum of 48 inches, **whichever is larger.**
- b) **ILLUMINATION:** Exit pathways for audience members shall be illuminated and, in the event of a power failure, exit path illumination shall be automatically provided by an approved emergency back-up system.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**General Requirements (cont.)**

- 4. Fire Equipment (Min. 3ft Clearance)** – Access to all fire protection equipment (e.g. fire extinguishers, fire hose, fire protection shut-offs, etc.) shall be maintained at all times. All automatic sprinklers shall be fully operable at all times.
- 5. Flame Proofing** – All materials within 10 feet of audience members shall be fire retardant or flame-proofed.
- 6. Flammable & Combustible Liquids & Gases** – **All flammable & combustible liquids and gasses are prohibited from being stored on stages with live audiences unless stored in a hazardous materials cabinet.**
- 7. NO STANDING in aisles, exit paths or exit doors (\*Except ushers and security)** – There shall be no obstructions in aisles, exit paths and exit doors.
- 8. Seating**
  - Maximum number of audience members allowed shall be approved by the LAFD.
  - Bleachers/Grandstands - Structures higher than 30 inches above grade intended for live loads require approved engineering prior to inspection. (See “Bleacher/Grandstand Seating and Platforms Requirements for Audience Shows” section)
  - Loose seating - All loose seats/chairs that are not fixed to the floor shall be bonded together in groups of not less than 3.
  - Wheelchair seating shall be approved by the LAFD.
- 9. Storage (Underneath Audience Seating)** – **PROHIBITED: Storage of combustible materials under a live audience shall be prohibited. \*EXCEPTION:** Spaces separated by fire barriers complying with Section 707 of the California Building Code and horizontal assemblies complying with Section 711 of the California Building Code with not less than 1-hour fire-resistance-rated construction. (To prevent the accumulation of materials underneath seating areas, an acceptable practice is to wrap the open sides in chicken wire and post signs stating **NO STORAGE BY ORDER OF FIRE DEPT.**)
- 10. Uniformed Fire Safety Officer (aka UFSO)**

**LAMC 57.4807.1 - Where permits are required by the Fire Code, a requirement for standby fire safety officers shall be determined by the fire code official on a case-by-case basis.**

When it has been determined that a UFSO shall be required:

  - a) *Production company shall submit a completed ‘Authorization for UFSO’ form via email to lafdfilm@lacity.org. (See appendix for form).*
  - b) *Production company shall submit payment for UFSO least 1 business day prior to the arrival of the UFSO.*
- 11. Use of Camera Crane/Boom**
  - All legal exits, aisles, and seating arrangements shall be maintained.
  - Camera must be double safety-cabled to the crane/boom.
  - If used in the dark, low wattage illumination will be required on both sides of the arm attached to the camera.
  - Use of wrangler may be required, in addition to the camera operator.
  - Visibility of exit signs shall not be hindered.
    - a. **Cables** – *Cables shall be matted or flown to avoid tripping hazards.*
    - b. **Clearance Around Crane/Boom (4 Feet)**
      - i. At no time shall the base of the crane/boom block an exit or aisle.
      - ii. Minimum clearance around base and/or operator shall be four feet. Barricades or stations shall be provided to maintain this clearance.
      - iii. If a track is used, the track shall not affect exits or aisles. Seats may be removed in order to maintain aisles.
    - c. **Movement Restrictions (Lowest Height with No Seats = 8 Feet; with Seats = 10 Feet)**
      - i. Any portion of the crane or camera that may come into contact with the public shall be padded with closed cell foam.
      - ii. A device shall be provided, on the crane/boom, so that the camera cannot be placed lower than 8 feet above the highest grade within travel of the camera (if no seats) or within 10 feet of the highest seated section.
      - iii. A device shall be provided to prevent the dolly’s movement into a restricted area.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Bleacher/Grandstand Seating and Platform Requirements for Audience Shows**

*(i.e. Structural load considerations for holding a 'Live Load')*

**LAMC 57.1029.1.1 - Bleachers, grandstands and folding/telescopic seating that are not building elements, shall comply with ICC 300 - Standard for Bleachers, Folding and Telescopic Seating, and Grandstands.**

The requirements outlined below will apply to most audience shows, but depending on the specifics of your show (e.g. the size of bleachers/grandstands, audience count and other considerations) additional requirements may apply. If a reputable third-party vendor is utilized for the construction of bleacher/grandstands, the vendor should be familiar with these requirements as they are industry standards. Contact the LAFD Film Unit at [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) if you have any questions.

- 1. Approved Engineering** – Prior to inspection, structures higher than 30 inches above grade intended for live loads require approved engineering (e.g. plans stamped by the Los Angeles Department of Building & Safety or a Professional Engineer).
- 2. Aisle Width**
  - a. **Cross Aisle** – Minimum of 12 inches, subject to increase based on the following:
    - i. **Single Access** *(i.e. Rows of seating served by aisles or doorways at only one end of the row)*  
Minimum of 12 inches between rows shall be increased 0.6 inch for every additional seat beyond 7 seats where seats have backrests or beyond 10 where seats are without backrests. The minimum clear width is not required to exceed 22 inches.
    - ii. **Dual Access** *(i.e. Rows of seating served by aisles or doorways at both ends)*  
Minimum of 12 inches between rows shall be increased 0.3 inch for every additional seat beyond 14 where seats have backrests or beyond 21 where seats are without backrests. The minimum clear width is not required to exceed 22 inches.
  - b. **Stair Aisle**
    - i. **36 inches** for aisle stairs having **seating on one side**
    - ii. **48 inches** for aisle stairs having **seating on both sides**
- 3. Guards** – Required along open-sided walking surfaces, including mezzanines, equipment platforms, aisles, stairs, ramps and landings that are located more than 30 inches above the floor or grade below. Guards shall be adequate in strength and attachment in accordance with Section 1607.8 of the California Building Code.
  - a. **Height** – Minimum of 26 inches across the front and 42 inches along the sides and rear of the platform
  - b. **Openings** – Guards shall not have openings greater than 4 inches
- 4. Handrails** – Where seats are located on both sides of an aisle stair, a minimum of one mid-aisle handrail shall be provided.
  - a. **Height** – Not less than 34 inches and not more than 38 inches
  - b. **Graspability** – Handrails with a circular cross section shall have an outside diameter of at least 1.25 inches and not greater than 2 inches
  - c. **Continuity** – Handrail-gripping surfaces shall be continuous, without interruption by newel posts or other obstructions (*\*EXCEPTION: Mid-aisle handrails. See below*)
  - d. **Mid-aisle Handrails** – Mid-aisle handrails shall be *discontinuous* with gaps or breaks at intervals not exceeding five rows (to facilitate access to seating and permit crossing from one side of the aisle to the other.)
- 5. Seating** – All loose seats/chairs that are not fixed to the floor shall be bonded together in groups of 3 or more seats/chairs
- 6. Stairwell Landing Clearance** – The minimum stairwell landing clearance shall be the width of the stairs or a minimum of 48 inches, whichever is larger.
- 7. Steps/Stairs**
  - a. **Kickplates** – All steps/stairs shall be of solid construction
  - b. **Rise & Run** *(i.e. stair height & depth)*
    - i. Rise (stair height) shall neither be less than 4 inches, nor greater than 9 inches in height
    - ii. Run (stair depth) shall not be greater than 11 inches in depth
  - c. **Tread marking stripe** – All steps shall have a contrasting marking stripe on each tread which is readily apparent when viewed in descent. Stripe shall be a minimum width of 1 inch, and a maximum width of 2 inches wide.

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Audience Show Approval Request Protocol**

1. **Subject Line of Email** - Audience Show Approval Requests shall be submitted via email to [lafdfilm@lacity.org](mailto:lafdfilm@lacity.org) at least 10 business days in advance of show and shall be formatted as follows:

**Audience Show [1st date of show] [Studio, Stage #]**

**\* EXAMPLE: Audience Show 10/21/2015 Nestor Studios, Stage 1**

2. **Body of Email (Production Company Information)**

- **Contact:** Production contact and telephone number
- **Location:** Studio name, address & stage
- **Dates & Times:** **Load-in** date(s) and times, **Event** date(s) and start/end times, **Strike** date(s) and start/end times
- **Audience Size:** Requested number of audience members

3. **PDF Attachments (Site Plans)** - Plans shall be drawn-to-scale, and submitted as a PDF attachment to the email

**NOTE:** Structures higher than 30 inches above grade intended for live loads require approved engineering (e.g. plans stamped by the Los Angeles Department of Building & Safety or a Professional Engineer).

**REQUIRED INFORMATION**

- **Number of audience members**
- **Exit Signs:** Minimum of 2 required, visible from every chair in the audience
- **Fire Lanes (Interior & Exterior):** Inside the stage (4 ft. min.) and outside stage (20 ft. min.)
- **Location of:**
  - Audience Areas
    1. Entrance & Exit pathways
    2. Holding area
    3. Seating arrangement
  - Aisles
  - Cameras & Camera Lanes
  - Stages
  - Stairways & Ramps
  - Wheelchair locations (As applicable. Consult [www.disability.lacity.org](http://www.disability.lacity.org) for guidance.)

**USEFUL INFORMATION** (**NOTE: Any items listed below that will be within 10 feet of audience seating shall be considered REQUIRED INFORMATION and SHALL BE IDENTIFIED on the site plan.**)

- **Location of:**
  - Cable runs
  - Craft service location
  - Decorations (**\*All decorations must be FLAMEPROOFED or SPRAYED WITH FIRE RETARDANT\***)
  - Fire protection equipment (e.g. fire extinguishers, hydrants, sprinklers and standpipe inlets)
  - Generator location
  - Green Room location
  - Paint area
  - Press area
  - Sets
  - *\*Miscellaneous Equipment* - Location of tents, trailers, etc.
  - *\*Special Permits* - Location of any activities which require a SPECIAL PERMIT (e.g. cooking, drone use, motor vehicle indoors, open flames, smoking, tents, etc.)

**L A F D F I L M U N I T**  
**S T U D I O / S O U N D S T A G E**  
**Audience Show Approval Guidelines**

**Payment for Uniformed Fire Safety Officer ('Authorization for UFO')**

When it has been determined that a Uniformed Fire Safety Officer shall be required for an audience show, the form 'Authorization for UFO' shall be completed and emailed to [lafdfilem@lacity.org](mailto:lafdfilem@lacity.org). Payment shall be made directly to the LAFD **least 1 business day prior to the arrival of the UFO.**

**Subject Line of Email** – Shall be formatted as follows:

**UFSO Hire Request for [Insert Date of 1st Activity] [Studio, Stage#]**  
**\*EXAMPLE: UFSO Hire Request for 10/21/2015 Nestor Studios, Stage 1**

**Instructions**

1. Circle the applicable event (e.g. **FILMING**)
2. **BILLING CONTACT INFORMATION (Requestor, Company, Address and Phone Number):** The requestor is the person having the authority to process payment. The address provided should be the billing address of the production company. *(This address may differ from the location of the activity.)*
3. **LOCATION OF EVENT (Site Address & Event Name):** Location of the event and where the UFO will report. **NUMBER of INSPECTORS REQUIRED, DATE(s), and START & END TIMES**
4. **PAYMENT AUTHORIZATION: Requestor Name, Signature and Date the document was signed**
5. **PAYMENT METHOD:** Payment shall be made prior to the arrival of the UFO. *(Most companies pay by credit card, as it is the easiest form of payment.)*

Los Angeles Fire Department Fire Prevention Bureau <b>AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER</b> <small>FILM/SPECIAL EVENTS -- DIRECT PRE-PAYMENT</small> Address: 200 N. Main St. 17th Fl., L.A., CA 90012		F-288 Number
<b>CONTACT INFORMATION</b>		
Public Safety Section:		
Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612
Valley Public Safety Unit is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA		
Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911
<b>FOR CUSTOMER USE ONLY</b> The following film/special event has been scheduled: (please circle selection below)		
1 <input checked="" type="radio"/> A. Filming 2 <input type="radio"/> B. Exhibits 3 <input type="radio"/> C. Shows	<input type="radio"/> D. Circus <input type="radio"/> E. Firework Displays <input type="radio"/> F. Carnivals	<input type="radio"/> G. Events within tents <input type="radio"/> H. School Events <input type="radio"/> I. Church Events
		<input type="radio"/> J. Helicopter Landings <input type="radio"/> K. Events with open flames <input type="radio"/> L. Outdoor/Indoor Special Events M. Other: _____
2 Requestor: <b>John Doe</b> <small>(Name)</small> Company: <b>The Best Production Company</b> <small>(Name)</small> Address: <b>123 Any Street</b> <b>Los Angeles, CA 91001</b> <small>(City, State, Zip)</small> Phone: <b>555-555-5555</b> Fax: _____	5 Payment Method: <input type="checkbox"/> Cash and/or Check <small>(Make check payable to City of Los Angeles)</small> <input checked="" type="checkbox"/> <b>Credit/Debit Card</b> <small>(Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission)</small> <input type="checkbox"/> Advance Deposit <small>(Authorization Form required)</small> <input type="checkbox"/> Credit Card on File <small>(Authorization Form required)</small>	
3 I hereby request that the Fire Department assign a uniform fire safety officer for: Site Address: <b>1234 Sunset Blvd (Nestor Studios, Stage 1)</b> Event Name: <b>Drone Show #1</b> No. of inspectors authorized: <b>1</b> on <b>10/21/2015</b> at <b>0900 - 1700</b> or a time to be scheduled at a later date.		For payments, please call (213) 978-3995; For billing inquiries, please call (213) 978-3463; For in-person payment or billing inquiries, go to 200 N. Main St. Rm 1620, L.A., CA 90012. You can also email us at <a href="mailto:lafd.arfso@lacity.org">lafd.arfso@lacity.org</a> or fax to (213) 978-3414 or 3413.
<b>FOUR HOUR MINIMUM CHARGE</b>		
4 I agree to pay the minimum fee of \$152.00 for the first <b>FOUR (4) HOURS</b> , and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged in whole hours. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to my authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment. Name: <b>John Doe</b> Signature: <i>John Doe</i> Date: <b>09/01/2015</b>		



**AUTHORIZATION FOR UNIFORM FIRE SAFETY OFFICER**

FILM/SPECIAL EVENTS -- DIRECT PRE-PAYMENT

Address: 200 N. Main St. 17th Fl., LA, CA 90012

F-288 Number

**CONTACT INFORMATION**

**Public Safety Section:**

Film Unit:	Phone (213) 978-3670	Fax (213) 978-3613	Email: lafdfilm@lacity.org
Public Assemblage:	Phone (213) 978-6340	Fax (213) 978-3611	Email: lafdpau@lacity.org
Schools, Churches, Institutions:	Phone (213) 978-3660	Fax (213) 978-3612	Email: lafdsci@lacity.org

**Valley Public Safety Unit** is located on 6262 Van Nuys Bl. Suite 451., Van Nuys, CA

Valley Public Safety Unit	Phone (818)374-1110	Fax (818) 778-4911	Email: lafdvpsu@lacity.org
---------------------------	---------------------	--------------------	----------------------------

**FOR CUSTOMER USE ONLY**

The following film/special event has been scheduled: (please circle selection below)

- |             |                      |                        |                                  |                 |
|-------------|----------------------|------------------------|----------------------------------|-----------------|
| A. Filming  | D. Circus            | G. Events within tents | J. Helicopter Landings           | M. Other: _____ |
| B. Exhibits | E. Firework Displays | H. School Events       | K. Events with open flames       |                 |
| C. Shows    | F. Carnivals         | I. Church Events       | L. Outdoor/Indoor Special Events |                 |

Requestor: \_\_\_\_\_ (Name)

**Payment Method:**

Company: \_\_\_\_\_ (Name)

Cash and/or Check  
( Make check payable to City of Los Angeles )

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip)

Credit/Debit Card  
( Please provide credit card information by phone or in person. See below for contact information. Please do not include any credit card information on fax or email transmission )

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Advance Deposit  
( Authorization Form required )

I hereby request that a Fire Department Inspector schedule a uniform fire safety officer for:

Credit Card on File  
( Authorization Form required )

Site Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

No. of inspectors authorized: \_\_\_\_\_ on \_\_\_\_\_ (Date)

For payments, please call (213) 978-3995;  
For billing inquiries, please call (213) 978-3463;  
For in-person payment or billing inquiries, go to 200 N. Main St. Rm 1620, LA, CA 90012.  
You can also email us at lafd.arfso@lacity.org or fax to (213) 978-3414 or 3413.

at \_\_\_\_\_ or a time to be scheduled at a later date.  
(Time)

**FOUR HOUR MINIMUM CHARGE**

I agree to pay the minimum fee of \$432.00 for the first four (4) hours, and a fee of \$108.00 per hour, to cover the estimated costs for this uniform fire safety officer prior to obtaining a permit. All hours beyond the initial four hour minimum are charged in whole hours. I further agree to be charged through the authorized credit card on file or be billed for any underpayment based on actual costs. Billed charges and all outstanding balances must be paid prior to any authorization for Uniform Fire Safety Officer service. A Claimant has one (1) year from date of service to request a refund of overpayment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FIRE PREVENTION BUREAU USE ONLY**

Division / Unit Number: \_\_\_\_\_

Inspector Name: \_\_\_\_\_  
(Print Name) (Signature)

Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date/Time) (Date/Time)

Estimated Costs ( Pre-payment )			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Estimated Costs</b>			

**FOR ACCOUNTING USE ONLY**

Pre-payment received on: \_\_\_\_\_

Billing information verified by: \_\_\_\_\_  
(initials & date)

Customer account cleared by: \_\_\_\_\_  
(initials & date)

Actual Costs			
Number of Hours	Rate	Number of Inspectors	Total
4 or less	\$108		\$432 minimum
	\$108		
<b>Total Actual Costs</b>			

**Dept. Revenue Codes:**

- \_\_\_\_\_ FSF-3883-01 (Filming)
- \_\_\_\_\_ FSP-3883-02 (Public Assemblage)
- \_\_\_\_\_ FSS-3883-03 (Schools, Churches, Institutions)
- \_\_\_\_\_ FSC-3883-04 (Industrial/Commercial)
- \_\_\_\_\_ FST-3883-05 (Technical - Fire Development Services)
- \_\_\_\_\_ FSR-3883-06 (Research and Legal - Compliance)
- \_\_\_\_\_ FSV-3883-07 (Valley Public Safety)

Advance deposit drawn: \_\_\_\_\_  
(initials & date)

Credit card on file charged: \_\_\_\_\_  
(initials & date)

RE No. \_\_\_\_\_

Date Invoiced \_\_\_\_\_

RF No. \_\_\_\_\_

Date Refunded \_\_\_\_\_

Under / (Over) Payment	
For Billing	
For Refund	

