

Administration 415/927-5110  
Fire 415-927-5007,5041  
Public Works 415-927-5017  
Recreation 415-927-6746  
Customer Service 415-927-5110  
  
Library 415/927-5005



CITY OF LARKSPUR

Planning 415/927-5038  
Community Development  
Building Permits/Inspection  
  
Twin Cities Police 415/927-5150  
Fax 415/927-5022  
Web: [www.ci.larkspur.ca.us](http://www.ci.larkspur.ca.us)

To: Commercial Film Companies.

Thank you for choosing The City of Larkspur/Greenbrac as your filming location. Below is a list of requirements that must be addressed prior to receiving business licensc/permits.

1. *Emergency Services must be notified. Please contact the Police Department before starting any project.* Traffic control costs or any additional costs as required by the Police Department shall be paid entirely by the applicant.
2. Submit application for a City of Larkspur Business Licensc/ required fees (see attached forms).
3. Submit proof of Workers' Compensation coverage with a Certificate of Covrage, which designates the City of Larkspur as the certificate holder.
4. Submit proof of Liability Insurance in the amount of \$1,000,000, designating the City of Larkspur as an additional insured.
5. Dates and Locations must be shown on the Application.
6. If filming is done in the public right away an encroachment pcrmit is needed. (Please submit five working days prior to start date. Allow more time for large projects). A \$54.00 Application Fee will be assessed and other fees may apply if public works services/equipment is needed.

Sincerely,

Carolyn D Wallace  
Customer Service/Business Licensc

Updated 11/7/2006

**CITY OF LARKSPUR**  
400 Magnolia Avenue, Larkspur, CA 94939  
(415) 927-5024

**APPLICATION FOR BUSINESS LICENSE**

Type of Business/Profession \_\_\_\_\_

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Type (S = Sole Owner)  
(P = Partnership)  
(C = Corporation)

\_\_\_\_\_  
City, State & Zip

**SHOOT/SET UP LOCATIONS & TIMES**

**OWNERS NAME & HOME ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

**APPLICABLE LICENSE DATA**

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
Soc Sec #

\_\_\_\_\_  
State Sales Tax #

**FEE CALCULATION COMMERCIAL FILM**

\_\_\_\_\_  
# Of days including set up/tear down. =

\_\_\_\_\_  
# In Crew including shuttle drivers etc. =

\_\_\_\_\_  
Persons Employed on Location /Rate Per Day

1 - 3	\$ 75.00
4 - 6	\$ 100.00
7 - 9	\$ 125.00
10 and Over	\$ 150.00

**PERIOD LICENSE ISSUED FOR:**

DATES: \_\_\_\_\_ TO: \_\_\_\_\_

Total Amount Due the City. \$ \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**MAKE CHECK PAYABLE TO THE CITY OF LARKSPUR**

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Before beginning any digging authorized by this permit, you must call Underground Services Alert (USA) at 1-800-227-2600 for buried utilities

City of Larkspur  
Department of Public Works

Permit No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Fee \$ \_\_\_\_\_

**ENCROACHMENT PERMIT**

PROJECT ADDRESS: \_\_\_\_\_ Contractor's Name/Company: \_\_\_\_\_  
Assessor's Parcel No. \_\_\_\_\_ Contractor's Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ License Number: \_\_\_\_\_

I, the undersigned, hereby apply for permission to execute, place, construct, and/or otherwise encroach upon City public lands or rights-of-way, located within the corporate limits of the City of Larkspur, by performing the following described work (attach reference drawings and indicate square footage or linear footage or area, if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed completion date: \_\_\_\_\_

I, further, agree to comply with all ordinances of the City of Larkspur and State laws pertaining to the above application, and hereby agree that in the event of injury to persons or property by reason of the above work, I agree to defend, indemnify and hold harmless the City of Larkspur, employees, agents, representatives & officials thereof, free from all liability against any and all such claims which might be asserted against it, or them, by reason of such injury, except when resulting from the sole negligence or willful misconduct of the City, it's officers, representatives, agents, or employees.

I further agree to remove said encroachment within a reasonable time, after written notice from the Department of Public Works to do so. Said removal to be at my expense.

I agree to comply with any conditions set as a condition of approval and understand non-compliance will be cause for revocation of this permit. I understand this authorization for encroachment may be revoked at any time for any reason.

I agree to exercise care not to damage existing property. Any damage caused shall be paid for at my expense. Damage shall be repaired to the satisfaction of the Director of Public Works.

Contractor shall provide a one year guarantee for all work done under this permit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RECOMMENDATIONS BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments/Conditions (see back for standard conditions): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Storm water pollution information attached

Contact Public Works at 927-5017 48 hours prior to schedule inspections.

# CONDITIONS FOR ENCROACHMENT PERMIT

## CITY OF LARKSPUR

### FILM CREW

Prior to starting work on the project, the film company representative shall apply for an encroachment permit from the City of Larkspur. The following are supplemental conditions of the encroachment permit as outlined on the encroachment application form:

#### 1. Traffic Control:

a. Traffic Control Plan. The Film Crew shall not commence work within the City right-of-way until a detailed traffic control plan has been submitted to and approved by the City. The film company's traffic control plan and all the company's operations within the City's right-of-way shall be in **STRICT** accordance with the most recent addition of the State of California Manual of Traffic Controls. Specifically, the company shall meet the standards outlined in this manual for: type, quantity, placement, and structural support of signs; delineator placement and taper lengths for lane closures and work near intersections; pedestrian access through work site; flagging procedures; and all other relevant standards. The traffic control plan prepared by the company shall include a detailed description of traffic control devices and procedures cited from the manual for work at all locations throughout the project.

b. Advance Notification Signs. A minimum of four calendar days prior to beginning work on the project, the film company shall place two advance notification signs at the locations designated by the City (locations subject to continued review and adjustment by the City). The film company shall provide the two advance notification signs, and shall be responsible for the structural support and continued maintenance of the signs throughout the duration of the project in accordance with the standards in the traffic control manual cited above.

In addition, "Road Work Ahead" (C18 or C23) signs shall be required on each side street within 500 feet of the immediate work area, to be placed at the beginning of each workday.

c. No Parking Signs. "No Parking" signs shall be posted a minimum of 48 hours in advance of intended date of restrictions.

2. Written Notification. Written notification shall be hand delivered to all property owners and homeowners associations affected by this project. The notice shall identify the nature of the project, the project limits and the date and duration of the project. The notice shall also contain the name and phone number of the project manager for anyone who may have any questions regarding this project. The notice shall also be published in the local newspapers (The Twin Cities Times, 332-8714 and the Marin Independent Journal, 883-5458).
3. Work Hours: All work shall be accomplished between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding City holidays.
4. Work Site Conditions: The film company shall at all times maintain a clean work site to the satisfaction of the City. No stockpiling of materials shall be allowed on City rights-of-way without expressed written consent from the City.
5. MCSTPPP Regulations: Anyone working in the City of Larkspur shall comply with the regulations of the Marin County Stormwater Pollution Prevention Program (MCSTPPP) outlined on the attached guide. Illicit discharges to the storm drain system will result in fines to the responsible party.
6. Precautions: The film company shall schedule work to minimize inconvenience or disruption to residents and business owners during the course of the work and shall take all reasonable precautions to restrict his operations to

the least area of work possible. Any private or public property (i.e. structures, landscaping vegetation, irrigation improvements, paved areas or any other property), which is disturbed by the work, shall be repaired and restored to its original condition and to the satisfaction of the Director of Public Works. The applicant shall pay the cost of said repairs.

7. Stockpiling of Materials: No stockpiling of materials or parking of equipment in the public right-of-way is allowed without the written permission of the Director of Public Works.
  
8. Permit Fees: The permit fee shall be calculated at \$100.00 per actual working day that the company is working on City maintained streets and rights-of-way. This assumes an average of one hour per day of City staff to monitor the project. **The film company shall be aware that the City may charge additional fees if excessive staff time is required in order to ensure that the contractor maintains the permit conditions herein.**
  
9. Inspections: The City of Larkspur must be notified 48 hours prior to the desired inspection time.

Applicant:  
Title:  
Agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Hamid Shamsapour  
Director of Public Works  
City of Larkspur

\_\_\_\_\_

\_\_\_\_\_  
Date