



City of Larkspur

400 Magnolia Avenue, Larkspur, California 94939

Telephone: (415) 927-5110 Fax: (415) 927-5022

Website: www.cityoflarkspur.org

Commercial Filming / Photography Requirements

Thank you for choosing the City of Larkspur/Greenbrae as your filming/photography location. Below is a list of requirements that must be met prior to receiving a license and permits.

1. Submit an application for a City of Larkspur Business License with required fees (see attached form), and dates and locations of filming.
2. Submit proof of Workers' Compensation coverage with a Certificate of Coverage, which designates the City of Larkspur as the certificate holder.
3. Submit proof of Liability Insurance in the amount of \$1,000,000, designating the City of Larkspur as an additional insured.
4. If filming encroaches on the public right-of-way or reserved street parking is required, an Encroachment Permit is needed. Please submit application 5 working days prior to start date. An application fee will be assessed, and other fees may apply if Public Works services and/or equipment are needed.
5. Hand deliver written notification of the filming dates and locations to all businesses and residences for a distance of at least 1 block on each street and in both directions at least 3 days in advance.
6. There is a fee for use of Piper Park. Applicant must clear the date(s) for use with the Recreation Dept.: (415) 927-6746.
7. Please contact the Police Department regarding any street closures. Traffic control costs or any additional costs as required by the Police Department shall be paid entirely by the applicant. Central Marin Police Authority.: (415) 927-5150.
8. Please contact the Fire Department for any special permits as needed. Larkspur Fire Dept.: (415) 927-5007.

Please call (415) 927-5024 if you have any questions. Thank you.

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 and Zip _____

Email _____

SHOOT / SET-UP LOCATIONS and TIMES

OWNER'S NAME and 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 drivers, models, etc. = _____

Of Persons Employed on Location = Rate Per Day

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

PERIOD LICENSE ISSUED FOR:

DATES: _____ TO: _____

Total Amount Due the City \$ _____

APPLICANT'S SIGNATURE: _____ DATE _____

MAKE CHECK PAYABLE TO THE CITY OF LARKSPUR

BL ACCOUNT # _____

SIC # _____

CLASS 114