

City of El Centro Checklist for Film Production Requests

Production Company: _____

Name of Production: _____

Contact Person: _____ **Cell #:** _____

Film Production Dates: _____

Document	Received	Pending	Approved
Imperial County Film Commission Application			
City of El Centro Business License Application			
Executed Release, Hold Harmless and Agreement Not to Sue			
Certificate of Liability Insurance			
Other Applicable City Permits:			
Encroachment Permit			
Temporary Use Permit			
Building Permit			
Fire permit			
Reimbursement of costs to City for use of personnel, facilities, and/or equipment:			
Police Department Personnel			
City Facility Use:			
Equipment:			
Authorization to use City facilities – need City Manager approval			
If filming on private property, need property owner's written permission.			
Traffic Control Plan			
Other documents:			
Release of Liability/Hold Harmless Agreement for use of private property Property address:			