

OFFICE OF THE MAYOR  
**CITY AND COUNTY OF HONOLULU**

HONOLULU FILM OFFICE

530 SOUTH KING STREET, ROOM 306 • HONOLULU, HAWAII 96813

PHONE: (808) 768-6100 • FAX: (808) 768-6102

EMAIL: [info@filmhonolulu.com](mailto:info@filmhonolulu.com) • WEB: <http://www.filmhonolulu.com>

MUFI HANNEMANN  
MAYOR



WALEA CONSTANTINAU  
FILM COMMISSIONER

## FILMING IN HONOLULU - GENERAL INFORMATION

For faster service, you are encouraged to contact the Honolulu Film Office first to assist you with coordinating your permitting needs through the various city agencies.

Contact: Walea Constantinou, Film Commissioner  
Office of the Mayor ~ Honolulu Film Office  
City and County of Honolulu

Tel: 808/768-6100

Fax: 808/768-6102

Email: [info@filmhonolulu.com](mailto:info@filmhonolulu.com)

Each request is reviewed individually. If the number of people on a site creates a significant impact (the impact can vary from site to site), we may discourage the activity on a weekend. Depending on the activity, you may be requested to hire police or other specific city personnel at varying rates. Feel free to call us with any questions.

Most questions involve the Parks Department or Street Usage Division which are described in detail below. For specific information on other city agencies, please call the Honolulu Film Office directly.

Please complete the Film Permit Application Form, available at our website, [www.filmhonolulu.com](http://www.filmhonolulu.com), and fax it to the Honolulu Film Office at 808/768-6102. The film office is your one-stop shop for all filming permits in the City and County of Honolulu and will route your request to the applicable city agency or agencies.

**INSURANCE REQUIREMENTS:** Some projects are required to carry a minimum of \$1,000,000 of general liability insurance, and name the City and County of Honolulu as an additional insured. Please be sure to place the film office name as indicated below or you will not be covering all city agencies. Fax copies with hard-copy follow-up are accepted. Please fax to the Honolulu Film Office at 808/768-6102.

The certificate holder block should be addressed as follows:

City and County of Honolulu  
530 S. King Street, Rm 306  
Honolulu, HI 96813

Attn: Honolulu Film Office

## **PARKS AND BEACHES**

There are two types of parks permits -- Pre-approved and Standard. Both are detailed below:

Parks Pre-approved Permit Guidelines: If the following criteria are met, a pre-approved permit may be granted for all generally open and accessible areas under the Department of Parks and Recreation jurisdiction. Please allow 2-3 working days to process.

- The location must be open to the general public and cannot require special entry conditions. Filming at the city's botanical gardens is not covered under this permit as special arrangements for entry must be made.
- The activity cannot create a significant impact on the area (activity or size of group)
- The activity cannot interfere with the public's general use of an area
- The activity cannot require any special parking arrangements
- No temporary or permanent structures may be built
- Equipment that requires special attention or creates a public disturbance cannot be used (ie: dolly tracks, long cables, generators)
- Helicopters and Special Effects, including simulated gunfire or explosives, is not allowed

The pre-approved permit allows the filmmaker maximum flexibility and is designed for small groups that are of a minimal impact. Because the permit is issued in a "blanket" format and is not park specific, the production may not interfere or stop ongoing park activities.

To request this type of permit, select Open and Accessible Sites, Parks and Beaches from the Locations section. Please describe under Shoot information the type of filming and general areas under consideration.

Requests for exceptions from the above criteria will be reviewed on a case-by-case basis and may or may not invalidate the pre-approved status. Some pre-approved sites may have special restrictions. All permit requests that do not qualify as a pre-approved permit will be considered a Standard Permit.

Parks Standard Permits Guidelines: All permit requests that do not qualify as pre-approved permits will be required to follow the guidelines for the Standard Permits. Please allow a minimum of 3-5 working days to process.

- The applicant will be required to carry a minimum of \$1,000,000 General Liability Insurance. A certificate of insurance naming the City and County of Honolulu as an additional insured for the duration of the production will also be required.
- Depending on the nature of the activity, special duty police officers or parks department personnel may be required. Rates vary.
- Some location may have special restrictions.

Processing Fees: Fees range from \$20 per day to \$300 per day depending on the type of shoot and meeting fee reduction criteria. Please refer to the Fee Schedule Page of the film permit application for details. Payment must be received before permits can be released.

Processing Time: approximately 3 working days

Other Fees: Depending on the nature of the shoot you may be required to hire Parks Department personnel. Rates vary.

Permits and Licensing Office: Located in Downtown Honolulu at 650 S. King Street, Ground Floor, 808/768-3444. Fax: 808/768-3440. Ask for Lois Lee or Permitting Officer Ann Niino. Hours: 7:45 am - 4:00 pm; Monday through Friday.

Jurisdiction: The City and County of Honolulu encompasses the Island of Oahu. City permits grant filming permission for city-owned property only. Filming on state property requires a permit from the State of Hawaii and can be obtained by contacting the Hawaii Film Office at 808/586-2570 or on the web at [www.hawaiifilmoffice.com](http://www.hawaiifilmoffice.com). City beach park jurisdictions generally end at the high-water mark. The beach from the water's edge and out into the ocean is generally state jurisdiction and may require a separate permit.

Restricted Areas: No filming activities are currently allowed at Hanauma Bay Nature Park.

## **STREETS AND ROADWAYS**

Please submit a film permit application form and any drawings that may illustrate your parking plan. Hand drawn plans are acceptable. Fax plan to the Honolulu Film Office at 808/768-6102.

Jurisdiction: Most avenues, streets and sidewalks are city managed. The freeway system, most highways and boulevards are under State jurisdiction. Call the Hawaii Film Office for assistance with state filming permits at 808/586-2570.

Insurance: Insurance is not usually required, unless the project creates a significant impact on an area or involves explosives.

Processing Fees: There are no permit processing fees. Production is responsible for all fees related to traffic control devices and parking meter fees as the situation demands.

Sidewalk Usage: Permit requests for minimal impact filming on sidewalks such as ENG-style shooting are classified as Pre-approved permits for street usage (similar to parks usage) and allows the applicant to receive a permit for all generally open and accessible sidewalks and scenic overlooks. Please complete the film permit application form and request "Sidewalk/Scenic Overlooks" under the Locations section on page two.

Parking Meters: There is a fee of \$3.00 per meter per day for most on-street meters. Call for a detailed price schedule of all city parking lots. Barricades must be posted a minimum of 24-hours in advance. The barricade notices must inform the public of the date and time the general public will be unable to use the meters. Towing is only allowed if barricades are posted. Production is responsible for obtaining and posting barricades and notices. Following is the step-by-step procedure for reserving meters:

1. Identify the meters to be reserved. The numbers are on the back of the meters.
2. Present meter numbers to permit office to obtain permit. Pay fee at this time.
3. Call barricade company to post signs per requirements. Reference meter numbers.
4. Call barricade company promptly to remove signs upon completion of shoot.

Note: Some parking meters are in areas that have restricted traveling/parking times called Tow Zone hours. Parking meter permits which conflict with the tow zone hours may require additional departmental review and approval.

Intermittent Traffic and Street Closures: Each request is reviewed on a case-by-case basis. It is highly recommended you work through the Honolulu Film Office to assist with the coordination of projects of this nature. Depending on the activity, you are usually required to post adequate signs and safety aids several days in advance and hire special duty police officers to facilitate traffic flow.

Street Usage Office: Located in Downtown Honolulu at 650 S. King St, 2nd Floor.  
Fax: 808/768-4446. Hours: 8:30 am 4:00 pm Monday through Friday.

## **POLICE AND FIRE DEPARTMENT USAGE**

The use of all city logos, including HPD and HFD logos, is reviewed on a case-by-case basis and is usually not allowed. Please be aware that you may be required to cover patches and graphics on vehicles as a condition of use.

### Honolulu Police Department

Contact: HPD Special Duty Section, Ph: 808/529-3610 (to order special duty officers)  
Officer in charge of Special Duty, Sgt Rodney Isagawa, Ph: 808/529-3313,  
[risagawa@honolulu.gov](mailto:risagawa@honolulu.gov). Special Duty Section Fax: 808/529-3709

You may be required by permit to obtain a special duty police officer or may want a police presence during filming. Following is general information for use of HPD personnel or equipment.

### Officers:

Off-camera special duty officers are available for hire through the Special Duty section of the Honolulu Police Department. Rates are approximately \$30-35 per hour depending on the rank of the officer. Scheduling must be done through the special duty section at 808/529-3610.

### Vehicles:

On a case-by-case basis, HPD vehicles may be used for filming purposes. Rates are divided into full-day and half-day pricing structure with a half-day being five hours or less. All rates are door-to-door and do not include the cost of an officer. You may be required to hire an officer at special duty rates to transport the vehicle or an off-duty officer as an extra or principal to operate the vehicle, depending on the complexity of the scene.

TYPE OF VEHICLE	HALF-DAY FLAT RATE	FULL-DAY FLAT RATE
Patrol Car	\$ 65	\$125
Solo Bike	\$ 40	\$ 75
Cushman	\$ 40	\$ 75

Officers as Extras or Principals: On camera officers are hired at SAG specialty extra rates or standard SAG speaking rates and are available through local casting directors.

### Honolulu Fire Department

Contact: HFD Information Officer, Capt. Terry Seelig, Ph: 808/723-7177, [tseelig@honolulu.gov](mailto:tseelig@honolulu.gov).

Specialty vehicles, equipment and personnel may be obtained for filming purposes through the Honolulu Fire Department. Each request is reviewed on a case-by-case basis. A rental fee will be charged for the use of fire department equipment and/or personnel. You may be required to hire qualified fire department personnel to operate the equipment rented, depending on the type of equipment and how it will be used. Rates vary.

Fire department personnel may be required on set for large pyrotechnic scenes but a Fire Marshall is generally not required on the set for standard filming.