

Parking Directions

The following guidelines are for those seeking to reserve parking in the City of Oakland for the purposes of a film-related production. Please observe these guidelines carefully.

1. Contact us (Oakland Film Office) about your parking plans in order for us to verify with the Oakland Police Department regarding the location and neighborhood of your production.

2. Create a diagram that identifies the area and type of parking by indicating the street, cross street, and nearest street address, date and time of posting and contact information. In areas where there are parking meters, identify each meter by the serial number located on their posts. Or find the number on the new meter machines. Be sure to indicate all meters that will be out of service during your production. No more than four (4) non-metered spaces in a row may be used. (Its equivalence is 100 linear feet).

3. Fax, e-mail, or deliver your parking map to the Oakland Film Office. Once the Film Office stamps the map approved, bring it to the Engineering Counter within Permits & Zoning, located on the *second floor* of the Dalziel Building (across the plaza from the Film Office). There is a **fee of \$15.00 per parking meter**, per day out of service (M-Sa). The **fee is \$2.95 per meter on Sundays and meter holidays**. In areas **without parking meters, a fee of \$2.95 per 25 linear feet is charged**. Payments can be made with cash, check, or credit card.

The Permit & Zoning Department hours are M, Tu, Th, Fr 8:00 a.m. to 4:00 p.m., Wednesday 9:30 a.m. to 4:00 p.m. On the last Wednesday of the month, the center opens at 10am. Closed Saturday and Sunday.

4. A "NO PARKING" sign will be issued for each meter and/or 25-feet. Signs must be posted on the parking meters at least 48 *hours* before the first day out of service. In areas where there are no meters, signs must be posted at least 72 *hours* in advance. (NOTE: Since it is technically not legal to park on public streets for over 72 hours, this extended time for advance posting notifies people of your posting when they move their cars.) Label sign with project name, production company telephone number and dates, times parking is reserved.

5. Be sure to remove all signs, tape and string from meters after filming.

Neighborhood Notification: If you are planning to distribute other forms of notification to the surrounding neighborhood, please provide us with a copy beforehand (a template is on our website in the Production Planner section). Please include the location manager contact information, as well as the Oakland Film Office phone number in order to assist with concerns in the community. Since the neighborhood may be significantly impacted by your presence, neighborhood notification is required.