



The Beverly Hills Filming & Special Events Division accepts the following payment methods:



CREDIT CARD (ONLINE & IN-PERSON) \$99,999.99 transaction limit

ONLINE: www.beverlyhills.org/tutorial

CitySmart Portal: <https://cs.beverlyhills.org/csportal/>

An account is required.

Contact staff to add your email to the activity. *(Partial-payments cannot be paid online)*

Special Events: CBH-EVENTPERMITS@BEVERLYHILLS.ORG

Filming: CBHFILMPERMITS@BEVERLYHILLS.ORG

IN-PERSON:

City of Beverly Hills, 1st Floor

Community Development Department

455 North Rexford Drive,

Beverly Hills, CA 90210

310-285-2408



CHECK (MAIL-IN & IN-PERSON)

MAIL CHECK TO:

City of Beverly Hills, 1st Floor

Community Development Department

455 North Rexford Drive, Beverly Hills, CA 90210

MAKE CHECK PAYABLE TO:

City of Beverly Hills

Reference: FSE, Application/Permit Activity

IN PERSON:

City of Beverly Hills, 1st Floor

Community Development Department

455 North Rexford Drive, Beverly Hills, CA 90210

Please call or email us to set up an appointment: 310-285-2408

Special Events: CBH-EVENTPERMITS@BEVERLYHILLS.ORG

Filming: CBHFILMPERMITS@BEVERLYHILLS.ORG



WIRE TRANSFER

STEP ONE – FUND TRANSFER INFORMATION

- **Name:** City of Beverly Hills
- **Address:** 455 N. Rexford Drive,
Beverly Hills, CA 90210
- **Primary Contacts:** Evelin Welch & Stephanie Murillo
- **Department:** Community Development
- **Telephone #:** 310-285-1134 & 310-285-1179
- **Federal Tax ID No.:** 95-6000678

Please contact us to obtain the City's banking information:
310-285-2408

Special Events: CBH-EVENTPERMITS@BEVERLYHILLS.ORG

Filming: CBHFILMPERMITS@BEVERLYHILLS.ORG

- **Reference:** Event Address, Permit Activity #,
& Payee Name

STEP TWO – FUND TRANSFER INFORMATION

Notify the following individuals on the day that the funds are transferred to ensure the payment is properly accounted for:

- Evelin Welch
ewelch@beverlyhills.org
Senior Management Analyst
310-285-1134
- Stephanie Murillo
smurillo@beverlyhills.org
Management Analyst
310-285-1179



Additional Questions?

Call 310-285-2408

