

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Project Title: _____	Date: _____
Company: _____	Location Manager: _____
Mailing Address: _____	Phone: _____
_____	Production Manager: _____
_____	Phone: _____
Co. Phone: _____	Other Contact: _____
Co. Fax: _____	
Production dates: _____	

**1. Productions Type:** (Check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Still Photography ( <i>Complete permit items 1-5 only.</i> ) | <input type="checkbox"/> Feature Film  |
| <input type="checkbox"/> Music Video  | <input type="checkbox"/> TV Commercial |
| <input type="checkbox"/> Corporate Video  | <input type="checkbox"/> TV Movie      |
| <input type="checkbox"/> Other _____  | <input type="checkbox"/> TV Episodic   |

**2. Total Personnel:** \_\_\_\_\_

**3. Equipment Detail** (Supply exact number of each item to be used at filming location):

Generators: _____	Trucks: _____
Cars: _____	RVs: _____
Other _____	

**4. Insurance:** *Before a film permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Bet's Key Rating Guide.*

Requirements are:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Minimum \$1,000,000 General Liability Limit</li> <li>• Minimum \$1,000,000 General Auto Liability</li> <li>• Minimum \$1,000,000 Worker's Compensation</li> </ul> | <ul style="list-style-type: none"> <li>• City named as Additional Insured</li> <li>• Appropriate City Employees Named as Additional Insured</li> <li>• \$10,000,000 Aircraft Liability When Applicable</li> </ul> |
|--|---|

Check one:

- Insurance Certificate Attached  
 Insurance Certificate on File  
 Insurance will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.  
 Insurance Certificate Not Available

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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**5. Location Shoot Specifics:** Please give specifics about your shoot below, attach sheets if more space is needed. You must include the names(s) of property owners(s), address(es), nearest cross streets and telephone number(s) of the filming locations(s). Also describe all scene(s) to be filmed (including animals, pyrotechnics and stunts.)

Date	Time	Location and Activity	P/F/S
		<hr/> <hr/> <hr/> <hr/> <hr/>	
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		<hr/> <hr/> <hr/> <hr/> <hr/>	

**TO BE FILLED OUT BY COMMUNITY DEVELOPMENT DEPARTMENT STAFF ONLY:**

- **Property Owner Permission Required:**    Yes    No
- **Road Encroachment Permit Required:**    Yes    No
- **Law Enforcement Required:**    Yes    No
- **Fire Required:**    Yes    No

**6. Traffic:** If filming is planned on City street(s) and/or City property, please submit a site plan showing location(s) of cast, crew, vehicles(s) and the route to be traveled in order to film a scene.

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**APPLICATION FOR A PHOTOGRAPHY/FILMING PERMIT**

Describe your plan for controlling traffic, (i.e. personnel and devices to direct traffic):

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If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production:

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**7. Stunts/Special Effects:** if your project will involve stunts or special effects, please provide detailed information about the specifics planned:

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**Pyrotechnics Specifics:** \_\_\_\_\_  
**Pyrotechnician:** \_\_\_\_\_ **License #** \_\_\_\_\_

**Hazardous Materials to be used:** \_\_\_\_\_

**Wild Animals to be used:** \_\_\_\_\_

**8. Aerial Stunts/Elements:** Please detail any aerial stunts, helicopter landings, hot-air balloons, etc. to be utilized in your shoot:

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**TO BE FILLED OUT BY COMMUNITY DEVELOPMENT DEPARTMENT STAFF ONLY:**

**Permit # Granted:** \_\_\_\_\_ **Agency Issuing Permit:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Application Fee: \$** \_\_\_\_\_

**Location Fee (\_\_\_\_\_ days x \$\_\_\_\_\_/day)**

**TOTAL DUE: \$** \_\_\_\_\_

**APPLICATION FOR A PHOTOGRAPHY/FILMING PERMIT**

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**Conditions of Approval:**

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**Special Approvals/Permits Required:**

- No Special Approvals/Permits Required
- Sheriff's Department Approval       CHP Approval
- Fire Department Approval       Homeowner Association Approval
- Road Encroachment Permit       Property Owner Approval

**This permit will be effect** \_\_\_\_\_ **through** \_\_\_\_\_.

**GENERAL CONDITIONS:**

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Permittee waives all claims against the City, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City, its officers, agents and employees from any and all loss, damage or liability which may be suffered or incurred by the City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. City shall have the privilege of inspecting the premise covered by the permit at any or all times. This permit shall not be assigned. City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination. The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. Permittee agrees to comply with the terms and conditions contained in the attached Exhibits(s), which terms and conditions are by this reference made a part thereof. The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. City makes no representation or warranty as to condition of any property or facilities used by permittee and it is the responsibility of permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

**Applicant's Name:** \_\_\_\_\_

**Representative of:** \_\_\_\_\_

**Date:** \_\_\_\_\_