

# **COMMUNITY DEVELOPMENT DEPARTMENT FILM PERMIT INFORMATION OUTLINE**

**T**his Outline provides you with information on how to apply for a filming permit. We hope that the information packet will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application packet that is submitted to the Town, the better we are able to serve you and help you achieve your goals in a timely manner.

Included are the Filming Permit application and Rules and Regulations. The Application Process Steps are listed to illustrate how your application will be processed. Should you have any questions, please contact the Community Development Department.

## **DESCRIPTION**

A Filming Permit is required for the purpose of taking commercial motion pictures, television pictures, or commercial still photography where the activity involves the use of explosives or combustibles, or other equipment which has the possibility of impacting property or requires police or fire services or where a separate permit is required by the Town or another public agency. Exemptions to this requirement would include the news media, family use, and charitable filming that qualify under Internal Revenue Code.

## **PERMIT PROCESS**

To initiate the process, **a completed application form, location map, and certificate of insurance must be submitted.** Action to approve or deny the Filming Permit application is normally taken by the Community Development Director or designee.

Depending on the complexity, the processing of the film permit generally varies from one (1) to five (5) working days. If such activity interferes with traffic or involves potential public safety hazards, an application may take up to the five working days.

Upon a determination by the Community Development Director that the filming meets all Town requirements and has received approvals from applicable Town agencies, an approval letter with conditions of approval will be mailed to the applicant.

## **RULES AND REGULATIONS:**

- A. Change of Date:** Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued provided established limitations are complied with in respect to time and location.
- B. Conditions of Approvals:** The conditions of approval will be based upon the following criteria:
  - 1. The health and safety of all persons;
  - 2. Avoidance of undue disruption of all persons within the affected area;
  - 3. The safety of property within the town; and
  - 4. Traffic congestion at particular locations within the town.

## **APPLICATION AND ISSUANCE:**

- A. Applications:** The following information shall be included in the application:
  - 1. The name of the property owner, the address and telephone number of the place at which the activity is to be conducted.
  - 2. The specific location at such address or place;
  - 3. The inclusive hours and dates such activity will transpire;
  - 4. A general statement of the character or nature of the proposed filming activity;
  - 5. The name, address and telephone number of the person or persons in charge of such filming activity;
  - 6. The exact number of personnel to be involved;
  - 7. Use of any animals or pyrotechnics, and

8. The exact amount/type of vehicles/equipment to be involved.
9. Property owner authorization.

**C. Fees:** See Attached Fee Schedule

**D. Reimbursement for Personnel:** The production company shall reimburse the town for any personnel provided to the company (i.e. police, fire, traffic) for the purpose of assisting the production.

#### **LIABILITY PROVISIONS:**

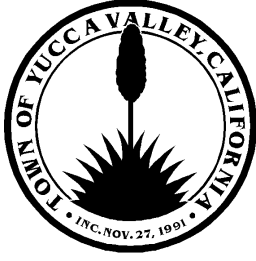
**A. Liability Insurance:** Before a permit is issued, a certificate of insurance will be required in the amount of \$1,000,000.00 naming the town as a coinsured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The town officers and employees shall be named as additional insured. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the town. **The cancellation policy shall read as follows:** Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named at left. A copy of the certificate will remain on file.

**B Worker's Compensation Insurance:** An applicant shall conform to all applicable federal and State requirements for Worker's Compensation Insurance for all persons operating under a permit.

**C. Hold Harmless Agreement:** An applicant shall execute a hold harmless agreement as provided by the town prior to the issuance of a permit.

#### **CLEAN UP:**

The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the clean up of trash and debris. The area used shall be cleaned of trash and debris upon completion of the filming at the scene and restored to the original condition before leaving the site.



Date Received	_____
By	_____
Fee	_____
Case #	_____

## FILM PERMIT APPLICATION

(Print Legibly)

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Contact Person/Representative \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Location of event. Please indicate which Town road(s) you will utilize during the event.

(Include a location map) \_\_\_\_\_

Total # Personnel: \_\_\_\_\_ Total # Vehicles/Equip.: \_\_\_\_\_ Other: \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_ Special Effects Permit #: \_\_\_\_\_

Pyrotechnician: \_\_\_\_\_ License #: \_\_\_\_\_

Police required \_\_\_\_\_ Fire required \_\_\_\_\_ Other required: \_\_\_\_\_

Approvals: Police \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_

Please attach a list of filming dates including a brief description of filming activities, preparation and cleanup.

Prior to issuance of permit, a certificate of insurance must be filed with the Town Planning Department, showing coverage of at least \$1,000,000 Public Liability Insurance. This certificate must list the **Town of Yucca Valley as additionally named insured.** Permittee agrees to indemnify Town, its officers, agents and employees against and hold them harmless of and from all claims and liabilities of any kind arising out of, in connection with or resulting from negligence on part of Permittee, its officers, agents, contractors and employees in connection with work undertaken under this permit, and defend Town and its officers, commissions, agents and employees from any suits or actions at law or in equity for damages, and pay all court costs and counsel fees.

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