



**County of San Bernardino
Film Permit Information**

Dear Permit Applicant:

The following is information about the **County of San Bernardino Filming Permit Application**. Enclosed you will also find a Filmmakers' Code of Professional Responsibility. Please complete and return the application with a copy of the Thomas Bros. Map (or equivalent) clearly marking the specific location you wish to use. The completed application, the application fee, the Insurance Certificate(s), the Letter(s) of Endorsement, and map(s) **must** be received in our office before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, vehicles (crew and production), stunts, pyrotechnics, explosive devices, airplanes, or helicopters used in your shoot. **Whoever signs the application (Location Manager, Production Manager, Producer, etc) MUST be listed on the application with contact information.**

Film Permit Application Fee:

Motion\$150 per application
Stills\$100 per application

Road Encroachment Permit Fee (if applicable):

Road Permit (ITCs) \$50 per day plus
3+ working days notice \$60 per application
2 working days notice \$150 per application
< 2 working days notice \$300 per application
Road permit rider \$32 per rider
Road closure permit \$60 per day
Road closure app. \$150 per application
Fine for no road permit \$250 + double all permit fees

Film Permit Processing Fee:

Motion & Stills..... \$100 per application

Fire Permit Fee (if applicable):

Motion..... \$125 per application
Stills..... \$100 per application

Film Permit Rider:

Motion & Stills..... \$25 per occurrence
A rider is a change or deletion to the permit as determined by the Film Commission. This fee is charged to reimburse the Film Commission for the processing of the rider.

ALL FEES ARE NON-REFUNDABLE.

Checks are made payable to the **INLAND EMPIRE FILM COMMISSION**. *You may also pay by AMERICAN EXPRESS, VISA, or MASTERCARD* by using the enclosed form. Payment must be made prior to filming.

In order to process the application in a timely manner, the application, certificate(s) of insurance, Letter(s) of Endorsement, a Thomas Bros. Map (or equivalent), with page and location clearly marked, and payment must be received 3-5 days prior to filming.

Please contact our office once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive all fees for the application. If you have any other questions, please contact the Film Commission at (951) 779-6700, via fax at (951) 779-0294 or via email at info@filminlandempire.com.

Please provide one (1) copy of the finished product to the Film Commission in one of the following formats:

For film, video, etc.: DVD or VHS

For stills, print, etc.: CD or PRINT (photo, copy of magazine, catalog, etc.).

ACKNOWLEDGEMENT THROUGH THE FILM CREDITS SHALL BE GIVEN TO:

"INLAND EMPIRE FILM COMMISSION"

for portions of any film or video shot in the Inland Empire.

COUNTY OF SAN BERNARDINO INSURANCE REQUIREMENTS

You must provide proof of liability insurance and a Letter of Endorsement (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) naming the County of San Bernardino as additionally insured for the amount of \$1 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 290 North 'D' Street, Sixth Floor, San Bernardino, CA 92415-0040.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 290 North 'D' Street, Sixth Floor, San Bernardino, CA 92415-0040 and The County of San Bernardino and its officers, employees, agents and volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.**

Proof of Workers' Compensation Insurance is also required at state statutory limits.

An additional Insurance Certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$10 million in the event of the use of airplanes, helicopters, or any other aircraft.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 290 North 'D' Street, Sixth Floor, San Bernardino, CA 92415-0040.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 290 North 'D' Street, Sixth Floor, San Bernardino, CA 92415-0040 and The County of San Bernardino and its officers, employees, agents and volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.**

A "Plan of Activities" (POA) and a FAA approval; in writing, is also required.

When permitting the use of roads, an additional insurance certificate and Letter of Endorsement is required naming the County of San Bernardino – Transportation Department as additionally insured for the amount of \$1 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino – Transportation Department, 825 E. Third Street, San Bernardino, CA 92415.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino – Transportation Department, 825 E. Third Street, San Bernardino, CA 92415.**

NO HAND-WRITTEN CERTIFICATES OR ENDORSEMENTS WILL BE ACCEPTED.

Please **FAX** a copy of all certificates and Letters of Endorsement to (951) 779-0294. A hard copy of all Insurance certificates and Letters of Endorsement must be mailed to: Inland Empire Film Commission, 1201 Research Park Drive, Suite 100, Riverside, CA 92507.

INLAND EMPIRE FILM COMMISSION
FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE INDUSTRY: You are guests and should treat this location, as well as the public, with courtesy. We all need to work toward improving our relationship with the local communities in which we work, so that filming stays in California. The follow are a few guidelines to abide by to help ensure your return to this region:

1. It is **HIGHLY RECOMMENDED** that a Location Manager is on location at all times during filming.
2. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the production company (i.e. parking, base camps, meal areas, noise, etc.). The filming notice should include:
 - a. Name of Company
 - b. Company Contact Information
 - c. Name of Production
 - d. Kind of Production
 - e. Type of Activity
 - f. Date, Time, and Duration of Activity
3. Production, cast, and crew vehicles arriving on location in or near a residential neighborhood should:
 - a. Not enter the area before the time stipulated on the permit
 - b. Observe designated parking areas
 - c. Park one at a time (production vehicles only)
 - d. Turn off engines as soon as possible
4. Do not trespass onto neighbors' or merchants property. Please remain within the boundaries of the property that has been permitted for filming.
5. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction of the owner of said vehicle.
6. Cast and crew meals should be confined to the area designated on the permit. All catering, craft service, construction, strike and personal trash must be removed from the location **BEFORE** the permit expires.
7. Removing, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected/removed for filming purposes will be removed/replaced upon expiration of the permit unless otherwise stipulated on the permit.
9. Please keep all noise levels as low as possible.
10. Observe designated smoking areas and **always** extinguish cigarettes in butt cans.
11. The cast and crew should not bring guests or pets to the location, unless expressly authorized, in advance, by the permit authority, property owner and the company.
12. All sets and props should be removed upon completion of their use or before the permit expires – whichever comes first.



County of San Bernardino FILMING PERMIT APPLICATION

Date: _____

Company: _____

Address: _____

Co. Phone: _____ / _____

Co. FAX: _____ / _____

Production Dates (To be covered by this permit.): _____

Project Title: _____

Location Manager: _____

Phone: _____ / _____

Production Manager: _____

Phone: _____ / _____

Other Contact: _____

1. Production Type: TV Episodic Feature Film Music Video Corporate Video TV Commercial TV Movie Other: _____

2. Total Personnel: _____ **Total Vehicles/Equipment:** _____

3. Equipment Detail (Supply exact number of each item to be used at filming location(s).) : Generators: _____ Cars: _____ Trucks: _____ 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 Best's Key Rating Guide. Requirements are:
• Proof of Workman's Compensation. • Minimum \$1,000,000 General Liability Limit.
• \$10,000,000 Aircraft Liability When Applicable. • County of San Bernardino Named as Additional Insured.
• County of San Bernardino Employees Named as Additional Insured.

Insurance Certificate Attached. Insurance Certificate will be submitted by time _____ and date _____.
 Insurance Certificate On File. Insurance Certificate Not Available.

Insurance Company: _____ Expiration Date: _____

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

Date	Time	Location and Activity	P/F/S*

* Prep/Film/Strike

Section below to be completed by County Permit Staff for Still Photography Permits only.

6. Property Owner Permission Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Police Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Road Encroachment Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Fire Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Site Plan Attached. Site plan will be submitted by time _____ and date _____. Site Plan Not Available.

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

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

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

Pyrotechnics Specifics: _____

Pyrotechnician: _____ License #: _____

Hazardous Materials to be used: _____

Wild Animals to be used: _____

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

Section below to be completed by issuing agency.

Permit # Granted: _____ **Agency Issuing Permit:** _____

Approved by: _____ **Title:** _____

Application Fee: \$ _____ **Location Fee (_____ days x \$ _____ /day): \$** _____ **TOTAL DUE: \$** _____

Conditions of Approval: _____

Special Approvals/Permits Required:

- No Special Approvals/Permits Required
- Police Department Approval
- FAA Approval
- PM-10 Permit
- Road Encroachment Permit
- Fire Department Approval
- Property Owner
- Homeowner Association

Attachments: _____

Other provisions: _____

This permit will be effective _____ **through** _____
(Date & Time) (Date & Time)

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

Applicant's Name: _____ **Representative of:** _____
(Company Name)

Permittee waives all claims against County of San Bernardino, 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 County of San Bernardino, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by County of San Bernardino, 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 County of San Bernardino. • County of San Bernardino shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • County of San Bernardino 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. County of San Bernardino 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 County of San Bernardino. • 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 Exhibit(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. • County of San Bernardino 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.

COUNTY OF SAN BERNARDINO - TRANSPORTATION DEPARTMENT
ROAD PERMIT SECTION
825 E. THIRD STREET
SAN BERNARDINO, CA. 92415-0835
(909) 387-8046

ACCOUNT NO.: 75

Fee: _____

APPLICATION FOR FILMING PERMIT

PLEASE PRINT

NAME OF PERMITTEE _____

DATE(S) OF ACTIVITY _____

MAILING ADDRESS _____

ACTIVITY START TIME _____

CITY _____ STATE _____ ZIP CODE _____

ACTIVITY END TIME _____

AUTHORIZED SIGNATURE
INLAND EMPIRE FILM COMMISSION

CONTACT PERSON _____

()
TELEPHONE NUMBER _____

DATE AND TIME TO BE FAXED: _____

PLEASE INDICATE WHICH COUNTY ROAD(S) YOU WILL UTILIZE DURING THE EVENT (INCLUDE A MAP SHOWING YOUR LOCATION): _____

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

Prior to issuance of permit, Certificate of Insurance must be faxed to the County Transportation Department, Permit Section, showing coverage of at least \$1,000,000 General Liability Insurance (the **ORIGINAL** must be mailed the next working day). The Certificate of Insurance must list the COUNTY OF SAN BERNARDINO TRANSPORTATION DEPARTMENT as additionally insured.

PERMITTEE AGREES TO INDEMNIFY THE COUNTY, 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 COUNTY 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.

WILL EVENT REQUIRE ANY OF THE FOLLOWING?

YES NO If yes, please list pyrotechnics, explosives, etc. (must be signed off below) _____

Officers needed as follows: _____

Traffic Control Devices needed per CHP recommendation: _____

CALIFORNIA HIGHWAY PATROL APPROVAL

OFFICE IN CHARGE OF FILMING ACTIVITY

AUTHORIZED SIGNATURE

() ()
PHONE NUMBER FAX NUMBER

AUTHORIZED FIRE AUTHORITY

OFFICE IN CHARGE OF FILMING ACTIVITY

AUTHORIZED SIGNATURE

() ()
PHONE NUMBER FAX NUMBER



County of Riverside County of San Bernardino
Bureau of Land Management

Special Effects and Hazardous Conditions Worksheet

Permit # _____ Date _____

Special Effects Coordinator _____ License # _____

Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ License # _____

Assistants _____ License # _____

Activity/Special FX Materials (please note quantities to be used for each material listed): _____

Date(s) of Activity: _____ Time(s): _____

Permittee Signature _____ **Date** _____

Fire Approval _____ **Date** _____

Sheriff Approval* _____ **Date** _____

San Bernardino County
Fire Department – Ron Avanzolini – 909-208-9560 ~ Sheriff’s Department – Lorena – 909-387-3589

Riverside County Fire Department – Tracy Hobday – 951-955-4777
If Fire determines you need to – contact the *Sheriff’s Department*: Cpl. Frank Anderson – 951-955-6611

Please fax this form and a copy of the Front and Back of your State Pyrotechnics License(s) to (951) 779-0294 (ATTN: Sheri Davis). You must also mail a hard copy to the address below. This form and a copy of your license(s) are required before a permit can be issued.

*NOTE: San Bernardino County Sheriffs requires a County License IN ADDITION to a State License.



**COUNTY OF SAN BERNARDINO
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.
2. Permittee is responsible for providing appropriate feed and water for the animals. Animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the County of San Bernardino. Animals will be either tied to a parked vehicle; contained in a free standing fenced corral; and/or housed within a trailer in a parking area or road, when not in use.
3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc.).

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

Permittee Signature

Permittee Name (please print)

Title

Date

Animal Wrangler Signature

Animal Wrangler Name (please print)

Date

Address

City, State, Zip

Phone number

