



City of Fontana
Department of Engineering
8353 Sierra Ave Fontana, CA 92335
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FILMING PERMIT REQUIREMENTS AND PROCEDURES

It shall be unlawful for any persons to engage in any filming activity without first obtaining a permit from the City of Fontana. A copy of said permit shall be maintained on-site at all times during filming.

APPLICATION FORM

The permit application will require the following information:

1. The name, business address and telephone number of the applicant. Where the applicant is an individual a valid photo identification is required. Where the applicant is an organization, corporation or other entity, the application must be signed and submitted by an individual authorized to bind the entity;
2. The name of the owner, the address and telephone number of the place at which the filming is conducted;
3. Location(s), date(s), and approximate daily times of the proposed filming activity;
4. The name of the film as well as a general statement of the character or nature of the proposed filming activity;
5. A description of any assistance the applicant may need from the City, and/or concerns that the applicant wants the City to be aware of;
6. A description of the scenes to be filmed including any details of stunts, chase scenes, pyrotechnics or special effect activities;
7. The name of the person in charge on location including valid photo identification;
8. Proof of permission to film on private property within the City of Fontana;
9. The exact number personnel to be involved in the activity;
10. Use of animals, and/or pyrotechnics;

11. The exact number, type and description of all vehicles and equipment to be involved or parked on city streets during filming activities;
12. Information on any food vending taking place during the filming activity;
13. The use of any Small Unmanned Aerial Systems (Drones); and
14. Where the applicant is a student, an official letter or document from his/her school confirming that he/she is currently enrolled there. In addition, the student must appear in person at the City and present his/her current student identification card and a valid driver's license. Where the student does not have a driver's license, he/she may present a different form of identification that includes his/her photo

* Note that any filming project that has a significant impact on surrounding roadways, businesses or residences may require additional permits.

INSURANCE

Applicant shall provide proof of Workers Compensation Insurance and a letter of endorsement naming the City of Fontana as additional insured in the amount to be determined by the city manager or designee and no less than:

- General Liability: \$1 million
- Automobile Insurance: \$1 million (when applicable)
- Pyrotechnics: \$2 million (when applicable)
- Aircraft Liability: \$10 million (when applicable)

The applicant may be required to post a bond with the Finance Department to indemnify the City for costs of responding to a breach of the conditions upon which the application or permit was approved.

PERMIT FEES

1. An application for a Film Permit shall be accompanied with the application fee. Application fees are based on the City's current fee schedule and are non- refundable.
2. Business license fees shall be paid according to Fontana City Code, Chapter 15. The measure of gross receipts shall be the cost of doing business at the designated filming location.
3. Filming projects involving special effects (including pyrotechnics, hazardous materials, etc.) will require a fee to cover supervision by the Fire Safety Officer.
4. Filming projects within the public right of way may require additional fees to cover the assistance of Police or Public Services personnel (for traffic control, security, etc.) or for road closures.

5. Fees for the use of City services, personnel, and/or City property shall be paid not less than 72 hours prior to filming activities. If the original estimate of the cost of providing City services is insufficient, applicants will be billed for any remaining balance.
6. Food vendors and providers shall contact the San Bernardino County's Public Health Department in advance of the filming activity for required permits. The film permit applicant shall obtain copies of temporary food service licenses from food vendors prior to the filming activity. All vendors selling food must have a City of Fontana business license.

STUDENT AND NONPROFIT FILMS

At the sole discretion of the city manager or designee, the permit fee, insurance requirements or any other city film permit requirement may be waived in part or in whole for film permits in which the applicant is a student or non-profit organization which qualifies under Section 501(c) (3) of the internal Revenue code as a charitable organization. In the event the city engineer or designee waives any fee, insurance or other requirement, no person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, or tapes.

CHANGE IN FILMING DATE

Upon reasonable notice by the permittee in advance of the filming activity, the city manager or designee is authorized, but not required, to change the date for which the film permit has been issued without requiring a new application or payment of an application fee.

PERMIT CONDITIONS

The city manager or designee may condition the issuance of a filming activity permit by imposing reasonable requirements concerning the time, place and manner of filming activities, including but not limited to the following:

1. Requirements for the presence of Police, Fire, Building, Public Services and any other appropriate City Employee when required for the particular filming activity at the applicant's expense.
2. When filming in a neighborhood or business district, the applicant/production company is responsible for notifying all affected businesses and/or residents prior to the filming activity. The filming notice should include:
 - A. Name of Company and Contact Information
 - B. Name and Type of Production/Type of Filming Activity
 - C. Dates, Times, and Durations of Production Activities
3. Requirements concerning the posting of NO PARKING signs and the placement of other traffic control devices will be at the applicant's expense.
4. Restrictions on the use of gunfire, explosives and any other activities which generate substantial noise or are determined by the City to be hazardous.

5. Restrictions on the hours of filming activity.
6. Requirements concerning the manner, time and place of filming activities.
7. Any filming activity utilizing a Small Unmanned Aerial System (Drone) shall comply with Title 14 of the Code of Federal Regulations (CFR) part 107 and other applicable laws.

PERMIT APPROVAL OR DENIAL

The City reserves the right to deny a permit if it is determined that any of the following conditions exist:

1. The filming activity will substantially interfere with the operation of emergency services in the proposed permit area or cause a significant disruption to the public.
2. The filming poses an unreasonable risk of personal injury or property damage to people or property not associated with the filming.
3. The filming poses an unreasonable risk of damage to public property that could not be quickly and/or fully remediated.
4. Use of the filming location, or use of the location during the date or time requested, would unreasonably interfere with the operations of city functions.
5. The date and time requested for a particular filming location conflicts with previously issued permits or permissions for filming, outdoor events, or other activities.
6. The applicant owes an outstanding debt to the City.
7. The applicant previously caused significant damage to public property and, at the time of submitting the application under consideration, failed to adequately repair the damage or pay in full the City's invoice for damage repair and restoration services.
8. The applicant previously violated the City's ordinance on two or more occasions, including without limitation by violating a material condition and/or restriction of a permit.
9. The applicant failed to complete the required application form, failed to provide complete information, or if the information provided is found to be false in any material detail.
10. The particular filming activity would violate any federal, state, and/or local laws.

When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the city manager or designee may, but is not obligated to, impose such conditions rather than deny the permit.

DUTIES OF THE PERMITTEE

1. Each permittee shall comply with all terms and conditions of the permit. Failure to comply with all permit terms and conditions is grounds for permit revocation by the city manager or designee.
2. Consultation by responsible individual with Police and Fire Departments may be required prior to the event.
3. Any and all construction in public right-of-way shall be removed upon completion of filming.
4. The film activity location shall be open to inspection by police officers, city officials, and other public official at any time.
5. Hazards that may be identified by the Police or Fire Department shall be abated immediately.
6. Each permittee shall clean and restore to original condition all city owned property utilized in the filming activity.
7. The person in charge of the filming activity shall retain a copy of the film permit on location.
8. Permit is subject to immediate revocation by declaration of the Police or Fire Department if any permit conditions are not met and maintained.



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PERMIT NO. _____

Filming Permit Application

Please note that applications for projects requiring City personnel (police, fire, etc.) and/or road closures can require two weeks minimum for review and approval. Filming activities on a public roadway may require a separate Traffic Control Permit.

Project Title: _____
Company: _____ Date: _____
Address: _____ Location Manager: _____
_____ Phone/Email: _____
_____ Production Manager: _____
Company Phone: _____ Phone/Email: _____
Company Email: _____ Other Contact: _____
Production Dates (To be covered by this Permit) _____

City Business License #: _____

1. Production Type

- Still Photography (Complete questions 1-5 only) TV Commercial TV Movie TV Episode
 Feature Film Music Video Corporate/Training Video
 Other (Describe): _____

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

3. Equipment Detail:

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

4. Insurance

It is the responsibility of the permittee to maintain valid insurance throughout the duration of the permit. Failure to maintain current insurance shall cause the permit to be null and void.

General Liability Insurance Carrier: _____
Workers Compensation Insurance Carrier: _____
Automobile Insurance Carrier: _____
Pyrotechnics Insurance Carrier (when applicable): _____
Aircraft Liability Insurance Carrier (when applicable): _____

5. Location Shoot Specifics

Please list the specifics for each filming location, including addresses, property owner(s), nearest cross streets and telephone phone numbers. Also describe details of all scenes to be filmed (including animals, pyrotechnics, stunts, etc.). Attach additional sheets if necessary.

Date(s):	Time(s):	Location, Activity, Details of Scenes	P/F/S*
		Contact Information:	
		Contact Information:	
		Contact Information:	

*Prep/Film/Strike

6. Filming within the Public Right of Way

If filming is planned on City streets or City facilities, please submit a site plan showing location(s) of filming, cast, crew, vehicle(s), and route(s) traveled in order to film a scene.

Site Plan Attached Site Plan will be submitted _____ (Date)

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

Police Escort Required Traffic Control /Detour Plan Required

Note: Because of Jurisdictional, Operational and Liability issues, the City does not allow outside agencies (CHP, Sheriff, etc.) to provide traffic control within the public right of way for filming projects.

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

7. Stunts/Special Effects: If your project will include stunts or special effects, please provide detailed

Information about the stunts/special effects planned: _____

Pyrotechnics Specifics: _____

Pyrotechnician: _____ License #: _____

Wild Animals to be used: _____

Fire Department Inspection/ Supervision Required

Note: The Fire Department will require additional information (site plans, vicinity maps etc. showing locations for emergency vehicle access, structures, medical services, fire protection devices, etc.)

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

9. Food Vending: Will any food be sold or provided at the site of the filming activity? If yes, food vendors and providers shall contact the San Bernardino County’s Public Health Department in advance of the filming activity for required permits. The film permit applicant shall obtain copies of temporary food service licenses from food vendors prior to the filming activity. All vendors selling food must have a City of Fontana business license. _____

10. Will the filming activity involve the use of any Small **Unmanned Aerial Systems (Drones)**? _____

This Section to be Completed by City Staff

ROUTING	Approved	Denied	Date	Comments/Fees/Conditions
Engineering	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Public Works	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Comm. Services	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Business License	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Planning	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Building & Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Risk Mgmt	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Required Attachments:

No Special Attachments Required Property Owner(s) Permission Site Plan

Homeowner Association Permission Traffic Control Permit

Any Additional Conditions of Approval: _____

Advance Notifications Required

Permit # _____ **Approved by:** _____ **Date:** _____

Total Due: _____

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

9. 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 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, indemnity and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by 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 City. City shall have the privilege of inspecting the premises 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 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. City make 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: _____
