



Dear Permit Applicant:

The following information is related the Desert Hot Springs Filming Permit Application. Please complete and return the application with a map indicating the specific location you wish to use, please provide GPS coordinates if possible. The completed Application, Insurance Certificate, Insurance Letter of Endorsement, map and payment must be received before the Application can be processed. It is important to list all props that will be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes, helicopters or drones used in your shoot. The applicant who is responsible for the shoot must sign the Application.

**Fire Requirements:** Fire Department resources are assigned on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, you will be notified of any requirements and fees.

**Fees:** Below are required fees pertaining to filming in the City of Desert Hot Springs:

|                |                         |                |                         |
|----------------|-------------------------|----------------|-------------------------|
| <b>Stills:</b> | Application Fee: \$75   | <b>Motion:</b> | Application Fee: \$140  |
|                | Location Fee: \$15/day  |                | Location Fee: \$50/day  |
|                | IEFS Service Fee: \$175 |                | IEFS Service Fee: \$175 |

All fees are non-refundable unless deemed otherwise by the City or IEFS.

**Insurance Requirements:** The Production Company shall maintain at all times during the term of the Film Permit a \$1,000,000 per occurrence in Commercial General Liability Insurance for bodily injury, personal injury and property damage. All such policies shall name the City of Desert Hot Springs, its officers, officials, departments, employees and agents as Additional Insured under such policies.

When deemed necessary by the City, the Production Company shall maintain \$1,000,000 per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Production Company's policies are PRIMARY insured and that insurance of City or any named Additional Insured will not be called upon to contribute to any loss.

All insurance policies are to be placed with Insurers with a current A. M. Best rating to no less than "A-" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide proof of liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Desert Hot Springs, its officers, agents, employees and/or volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim:

**The City of Desert Hot Springs, 65950 Pierson Blvd, Desert Hot Springs, CA 92240 and its officers, officials, departments, employees and agents are named Additional Insured.**

An additional Insurance Certificate and Letter of Endorsement are required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **POA, FAA approval, in writing, is required.**

An additional Insurance Certificate and Letter of Endorsement are required in the event of the use of UAS/Drones in the amount of \$2 million, using the verbiage above. **Copy of FAA Pilot License, copy of FAA Drone Registration Card, POA with map(s) of flight path are required.**

**Workers Compensation Requirements:** Proof of workers compensation insurance is required.

In order to process the application in a timely manner, the application, insurance documents, payment and all other required documents must be received 3-5 days prior to filming.

Please contact Inland Empire Film Services once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact Inland Empire Film Services at 844-443-3456 or via email at [dhs@iefilmpermits.com](mailto:dhs@iefilmpermits.com).



# City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240  
Telephone (760) 329-6411 [www.cityofdhs.org](http://www.cityofdhs.org)

## PHOTOGRAPHY & FILMING PERMIT APPLICATION

**PHOTOGRAPHY & FILMING PERMITS** are required in the City of Desert Hot Springs for the use of any public or private property for the purposes of filming motion pictures, television shows, videos or still photography. A Photography & Filming Permit Application must be submitted for review prior to the issuance of a permit. Please contact Daniel Porras, P.E., Public Works Manager, (760) 329-6411 ext. 216, [dporras@cityofdhs.org](mailto:dporras@cityofdhs.org)

\_\_\_ Check here if requesting a Photography permit      \_\_\_ Check here if requesting a Filming Permit

### Application Information

*Please print*

CLIENT/COMPANY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

### Project Information

*(Circle preferred communication method)*

1. PROJECT TITLE: \_\_\_\_\_
2. PROJECT MANAGER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
3. PRODUCTION MANAGER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
4. PHOTOGRAPHER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
5. LOCATION MGR \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

(OR LOCATION SCOUT OR APPLICATION ASSIST IF APPLICABLE)

6. PRODUCTION TYPE:  Still Photography  TV Commercial  TV Movie  TV Episode  Feature Film  
 Music Video       Corporate Video       Other: \_\_\_\_\_
7. TOTAL PERSONNEL: \_\_\_\_\_ WHERE LODGING: \_\_\_\_\_
8. EQUIPMENT : # of generators \_\_\_ ; # of cars \_\_\_ ; # of trucks \_\_\_ ; # of RVs \_\_\_ ; Other: \_\_\_\_\_
9. LOCATION SHOOT SPECIFICS: Please give specifics about your shoot below; attach separate 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<br>(Prep/Film/<br>Strike) |
|------|------|-----------------------|---------------------------------|
|      |      |                       |                                 |
|      |      |                       |                                 |
|      |      |                       |                                 |
|      |      |                       |                                 |
|      |      |                       |                                 |
|      |      |                       |                                 |

10. Traffic: If filming is planned on City streets or City 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. Check if plan attached   
Describe you plan for controlling traffic (i.e., personnel and devices to direct traffic): \_\_\_\_\_

If filming is to take place on City 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: \_\_\_\_\_

- Pyrotechnic specifics: \_\_\_\_\_
- Hazardous materials to be used \_\_\_\_\_
- Domestic/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: \_\_\_\_\_

13. After review of this application City Staff may have other requirements such as insurance and Home Owner Association approvals, fees to cover cost of Police or street closures, etc. These requirements will be listed in Section A following your signature below.

14. Other points of agreement:

1. 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, indemnify 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.
2. City shall have the privilege of inspecting the premises covered by the permit at any and all times.
3. This permit shall not be assigned.
4. 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.
5. City agrees it will not unreasonably exercise this right of termination.
6. 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.
7. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by all parties hereto.
8. 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.
9. The Permittee hereby agrees to comply with all rules and regulations of the facility or institution subject to this permit.
10. Permit must be kept on site at all times.
11. 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.

Permittee agrees to all terms and conditions of this permit including provisions listed above and in any attachments.

15. The Desert Hot Springs Film Fee structure is attached. A check covering the entire amount is required prior to issuing the permit. If the amount cannot be determined until the shoot completion, an upper limit estimate is used and any over payment will be refunded.

NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION  
SHALL BE GROUNDS FOR DENIAL

NAME OF APPLICANT \_\_\_\_\_ (please print) TITLE \_\_\_\_\_ (Or basis of representation)

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTATIVE OF: \_\_\_\_\_ client/company

Mail this application and relevant attachments, along with a check , to Daniel Porras, P.E., Public Works Manager, at above address. Or, you may e-mail the application to [dporras@cityofdhs.org](mailto:dporras@cityofdhs.org) and mail the check. (If time is of the essence, please phone Daniel at (760) 329-6411 ext. 216, after submitting this application to confirm permit can be granted before schedule date of shoot.)

**To be Completed by Staff only**

Section A. Additional requirements of Permittee: \_\_\_\_\_ Date Permittee notified of add'l requirements \_\_\_\_\_

INSURANCE: If checked by staff, before a film permit is issued, a certificate of insurance must be submitted.  Insurance certificate must issued by insurance underwriter's "admitted" by the California Insurance Commission and rated "A" or "B+" by Best's Key rating Guide for \$1,000,000 or more of General Liability with the City of Desert Hot Springs named as "Additional Insured."  Proof of Workman's Compensation Insurance  \$10,000,000 Aircraft Liability

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Certificate of Insurance required                 | Rec'd Date _____ |
| <input type="checkbox"/> Property Owner Permission Required:               | Rec'd Date _____ |
| <input type="checkbox"/> Home Owner Association Approval Required:         | Rec'd Date _____ |
| <input type="checkbox"/> FAA Approval:                                     | Rec'd Date _____ |
| <input type="checkbox"/> PM-10 Permit Approval Required:                   | Rec'd Date _____ |
| <input type="checkbox"/> Fire Department Approval Required: (Private Prop) | Rec'd Date _____ |

Calculate total fee required: Amount \$ \_\_\_\_\_ Rec'd Date \_\_\_\_\_

Section B. Responsibilities of Staff:

- |  |                    |                  |
|--|--------------------|------------------|
| <input type="checkbox"/> Public Right-of-Way Encroachment Permit Required: | Request Date _____ | Rec'd Date _____ |
| <input type="checkbox"/> Police Department Approval Required:              | Request Date _____ | Rec'd Date _____ |
| <input type="checkbox"/> Fire Department Approval Required: (City Prop)    | Request Date _____ | Rec'd Date _____ |

Permit# Granted: \_\_\_\_\_ Permit Effective Date: \_\_\_\_\_ through \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_ Date Permittee notified: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note to Staff: If it appears that there will be some difficulty in issuing the permit in three days (for a simple, short duration, shoot,) or it appears that it will be difficult to issue permit before Permittee's target date of filming (which is: \_\_\_\_\_,) please immediately contact the Film Commissioner by phone. Also, please e-mail him and attach this *Application for Permit* to the e-mail.