



Dear Permit Applicant:

The following is information about the **City of Big Bear Lake Filming Permit Application**. Please complete and return the application with a legible map clearly marking the specific location you wish to use. The completed application, application fee, Insurance Certificate(s), Letter(s) of Endorsement, and map 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, stunts, pyrotechnics, explosive devices, drones, helicopters, any aircraft, etc. used in your shoot. The paperwork must be signed by the applicant named on the application.

Fire Requirements

A fire inspection is required for all shoots with a generator. Any shoot with 25 people or larger may require a City of Big Bear Lake stand-by firefighter. Shoots involving pyrotechnics and/or stunts may require additional personnel or equipment pending review. Fees are determined on a case-by-case basis, but the average cost for a fire inspection is around \$75 and a stand-by firefighter is around \$150 for the first four hours (minimum requirement).

Insurance Requirements

General Liability: The Production Company shall maintain at all times during the term of the Film Permit one million dollars (\$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, the City Council, and each member of the City Council and City's other officers, employees and agents as Additional Insureds under such policies.

Auto Liability: When deemed necessary by the City, the Production Company shall maintain one million dollars (\$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 policies are PRIMARY insurance and that insurance of the City or any named Additional Insureds 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 of no less than an "A" policyholder rating and a financial rating of not less than Class VIII. 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 and a Letter of Endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Big Bear Lake, its officers, agents, employees and volunteers as additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim:

City of Big Bear Lake, 39707 Big Bear Blvd., P.O. Box 10000, Big Bear Lake, CA 92315 and its officers, City Council, agents, employees and/or volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.

Aircraft Insurance: In the event of the use of airplanes or helicopters, an additional Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$10 million, using the same verbiage above. FAA approval, in writing, is also required.

Drone Insurance: In the event of the use UAS/Drones, an additional UAS/Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$2 million, using the same verbiage above. Also required will be: Copy of FAA Drone Pilot License, Copy of FAA Drone Registration Card, a POA (Plan of Activities) with map showing the flight area. NOTE: Most of the City is within the flight path of the Big Bear Lake airport. All drone flights must be cleared by them in writing.

Workers compensation Insurance: Proof of workers compensation insurance is required.

Please email a copy of the Certificate(s), along with the Letter(s) of Endorsement, to bbl@iefilmpermits.com for review. If you have any questions, please call (909) 460-8100, x102.

Basic Film Permit Processing Fee:

Motion Permit Fee: **\$177.58** per application

Stills Permit Fee: **\$120.10** per application

IEFS Service Fee: **\$179** per application

These fees are *non-refundable* and is charged to cover the processing of the permit. Checks and credit cards are accepted (credit cards will be subject to a 3.1% convenience fee). Consult your permit technician for details.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance, a map of your filming location(s), 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 the processing fee for the application. If you have any other questions, please contact the Film Office at (909) 460-8100, x102 - bbl@iefilmpermits.com.



City of Big Bear Lake Photography and Motion Picture Permit Application

Code of Professional Responsibility

The City of Big Bear Lake Film Office requests all production companies to adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include the production company's name, company contact and phone number, dates and hours of filming, and type of filming activity.
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbor's or merchant's property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the location agreement or permit.
6. All catering, craft services, construction, strike and personal trash is to be removed from the location.
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 or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
9. Please keep 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 pets to the location unless authorized in advance by the permit authority or property owner.
12. All sets and props should be removed upon completion of their use.



City of Big Bear Lake Photography and Motion Picture Permit Application

Temporary Use Sign Guidelines

Temporary use and special event signs shall be allowed for annual civic, patriotic, recreational, or visitor oriented events of general public interest.

Signs for special events shall not exceed six (6) per event and may be located on or off site, with proof of property owner permission provided such number and size minimize overall sign clutter and are necessary to adequately inform or direct the public to the event.

Signs may be freestanding or A-frame and should not exceed nine (9) square feet. Signs shall be professional quality. Day-glow colors are strictly prohibited.

Signs for temporary use may be displayed only during the duration of the temporary use.

PROHIBITED SIGNS

- A. Alternating, rotating or flashing signs or parts thereof.
- B. Signs attached to or painted on natural features such as trees, shrubs or rocks.
- C. Signs located within with public right-of-way.
- D. Signs supported to or attached to any utility pole, street sign, snow pole, traffic post, traffic signal, or any similar device.
- E. Signs which conflict with any traffic control device.
- F. Signs which impair public safety.
- G. Sound emitting signs.
- H. Stringed pendant flags and streamers
- I. Signs that use a vehicle for support.

Prohibited signs will be immediately removed by City Code Enforcement Officers.



City of Big Bear Lake Photography and Motion Picture Permit Application

Date of Application: _____ **Project Title:** _____
Company: _____ **Location Manager:** _____
Address: _____ **Telephone Number(s):** _____
_____ **Production Manager:** _____
Telephone Number: _____ **Telephone Number(s):** _____
Fax Number: _____ **Producer:** _____
Email Address: _____

Production Type: Still Photography Commercial TV-Movie TV Episode
 Feature Film Music Video Documentary Industrial Other: _____

Total Personnel: _____ **Total Number of Vehicles/Equipment:** _____ **Total Number of Days:** _____

Equipment Detail: Please supply total number of each of the following items to be used at the filming location(s).

Generators: _____ Large Trucks: _____ Motorhomes: _____ Vans: _____
Trailers: _____ Picture Vehicles: _____ Cast/Crew Cars: _____

Description of Filming Activity: Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of animals, stunts, pyrotechnics, hazardous materials, etc. Please include and indicate prep and strike days. Attach additional sheets if necessary.

| Date | Hours | Location | Ent./Ext. | Activity |
|------|-------|----------|-----------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Proposed Parking/Staging Arrangements: _____

Proposed Security Services: _____

Proposed First-Aid Services: _____

Proposed Trash Collections and Disposal: _____

Proposed Restroom Facilities: _____

Traffic: If your shoot is planned on City street(s) and/or property, please submit a site plan showing proposed location(s) of cast, crew, vehicles and the route to be traveled on the street(s).

Site plan attached Site plan will be submitted by time _____ and date _____.

Stunts/Special Effects: please provide detailed information about any stunts or special effects planned:

Pyrotechnics: please provide detailed information about any pyrotechnics planned: _____

Pyrotechnician: _____ **License #:** _____ **Telephone Number:** _____

Aerial Stunts/Aircraft Use: please provide detailed information about any aerial stunts or aircraft use planned:



City of Big Bear Lake Photography and Motion Picture Permit Application

Addendum -1

If you are shooting on private property, either "A" or "B" below must be completed and signed.

A. PROPERTY OWNER

I, _____ hereby certify under penalty of perjury that I am the legal owner of the property located at _____ and that I consent to the photographic recordings occurring on said property on _____.

| | |
|---------------------------|---------------|
| _____ Signature | _____ Date |
| _____ Mailing Address | |
| _____ Telephone Number | |

A. LEGAL REPRESENTATIVE

I, _____, _____, of _____ hereby certify that _____ is the owner's legal agent for the property located at _____ and that _____ consents to the photographic recordings occurring on said property on _____.

| | |
|---------------------------|---------------|
| _____ Signature | _____ Date |
| _____ Mailing Address | |
| _____ Telephone Number | |



**Covid-19 Addendum
Safety Protocols for
Film, Television and Still Photography Production**

To reduce the risk of COVID-19 transmission, productions, cast, crew and other industry workers should abide by safety protocols agreed by labor and management, which may be further enhanced by City of Big Bear Lake and San Bernardino County public health officers. Back-office staff and management should adhere to Office Workspace guidelines published by the California Department of Public Health and the California Department of Industrial Relations, to reduce the risk of COVID-19 transmission. In addition, please refer to the Joint Report of the DGA, SAG-AFTRA, IATSE and Teamsters' Committees for COVID-19 Safety Guidelines and the Industry-Wide Labor/Management Safety Committee Task Force White Paper for additional industry guidelines.

State Industry Guidance:

<https://sbccovid19.com/>

CDC Health and Safety Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Industry-Wide Labor/Management Safety Committee Task Force White Paper:

https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020EditedP.pdf

Please be respectful of the public and merchants and try to impact access to merchants as little as possible.

By signing this addendum, you are agreeing to abide by the above guidelines as they relate to Covid-19.

Covid-19 Coordinator Signature

Covid-19 Coordinator Name (Please Print)

Covid-19 Coordinator Position/Title

Phone Number

Date

*Permits will be issued on a case-by-case basis



City of Big Bear Lake Photography and Motion Picture Permit Application

Permit #: _____

City of Big Bear Lake
ROAD APPLICATION
PO Box 10000
Big Bear Lake, CA 92315

Fee #: _____

APPLICATION FOR FILMING PERMIT PLEASE PRINT

Name of Permittee/Production Company: _____ Dates(s) of Activity: _____

Address: _____ Activity Start Time: _____ Activity End Time: _____

Authorized Signature of Permittee/Production Company: _____

Contact Person: _____ Telephone Number(s): _____

Date and Time Submitted: _____

PLEASE INDICATE WHICH CITY STREET(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, A CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST BE EMAILED OR FAXED TO THE CITY CLERK'S OFFICE, SHOWING COVERAGE OF AT LEAST \$1,000,000 GENERAL LIABILITY INSURANCE (THE ORIGINAL MUST BE MAILED THE NEXT WORKING DAY TO THE CITY OF BIG BEAR LAKE). THE CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST LIST THE CITY OF BIG BEAR LAKE AS ADDITIONALLY INSURED.

PERMITTEE AGREES TO INDEMNIFY THE CITY, 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 THE CITY AND ITS OFFICERS, COMMISSIONS, AGENTS AND EMPLOYEES FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAYALL COURT COSTS AND COUNSEL FEES.

Will this event require any of the following?

YES NO | Pyrotechnics, explosives, stunts, etc.? (If yes, please list below & must be signed off below by Sheriff & Fire)

YES NO | ITCs or street closures? (If yes, a traffic plan may be required.)

Officers needed per Sheriff Recommendation: _____ Traffic Control Devices needed per Sheriff Recommendation: _____

| | | |
|---|--|------------|
| AUTHORIZED COUNTY SHERIFFS AUTHORITY | OFFICER IN CHARGE OF FILMING ACTIVITY (please print) | |
| _____ | _____ | |
| AUTHORIZED SIGNATURE | PHONE NUMBER | FAX NUMBER |
| AUTHORIZED CITY FIRE AUTHORITY (If applicable) | OFFICER IN CHARGE OF FILMING ACTIVITY (please print) | |
| _____ | _____ | |
| AUTHORIZED SIGNATURE | PHONE NUMBER | FAX NUMBER |