



Property Approval Form

for Photography and Motion Picture Productions

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

Phone Number

B. 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

Phone Number

CITY OF ONTARIO FILM REGULATIONS AND INSURANCE REQUIREMENTS

1. *An applicant will be required to submit a Permit Application at least (3 to 4) three to four working days prior to the date(s) to conduct an activity for which a permit is required.*
2. *An applicant shall comply with all conditions or restrictions of the permit.*
3. *For the legal protection of the City, an applicant shall be required to provide the following:*
 - *Liability Insurance - An endorsement to the applicant's policy of liability insurance shall require an amount of \$1,000,000 naming the City officers and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage. The endorsement shall not be subject to cancellation or modifications until after thirty days written notice to the City. A copy of the endorsement will remain on file. Filming at Ontario International Airport requires limits of \$2,000,000/\$4,000,000 aggregate. All other terms and conditions remain the same. Certificate holder address should be **303 East B St., Ontario, CA 91764.***
 - *Any required insurance must name the City of Ontario as additional insured, or the City and Ontario International Airport Authority (OIAA), if filming at Ontario International Airport.*
 - *Workers Compensation Insurance – An application shall conform to all applicable federal and state requirements for Workers Compensation Insurance for all persons operating under a permit. Evidence of such coverage with a waiver of subrogation to the City or OIAA shall be submitted with the application.*
1. *An applicant shall conduct operations in an orderly fashion. The area used shall be cleaned of trash and debris within a timely manner upon completion of shooting at the scene and restored to the original condition before leaving the site. The City may require a faithful performance bond to ensure cleanup and restoration of the site after inspection.*
2. *Filming on private property an applicant shall obtain the property owner's permission; consent for use of property shall be submitted with the application.*
3. *A public right of way film permit shall be required for the posting of temporary "NO PARKING" signs, parking of equipment and/or cars on public streets, stringing cable on sidewalks or from generator to service point, sidewalk shots, driving scenes. "NO PARKING" signs shall be posted by the City and the requirements shall come from the City. The fee shall be assessed by the City.*
4. *For filming that would impair traffic flow, an applicant shall use the Ontario Police Department and comply with all traffic control requirements deemed necessary.*
 - *Any personnel and equipment required at the location(s) shall be at the permittees' expense. The hours of work will be billed by the Accounts Receivable Department of the City of Ontario.*
 - *An applicant shall pay for the installation of advance warning signs and any other traffic control devices by the City of Ontario Street Department in conformance with the Manual of Traffic Controls, State of California Department of Transportation.*
 - *Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted shall be determined by the City based on location.*
 - *Traffic shall not be detoured across a double line without prior approval.*
 - *Unless specifically authorized by the City, the camera cars shall be driven in the direction of traffic and shall observe all traffic laws.*
 - *Any emergency roadwork or construction by City and/or private contractors, under permit or contract to the City shall have priority over filming activities.*
1. *Upon notification, the Fire Department will conduct a field/site inspection of all film permits issued in accordance with State Fire Marshal regulations as outlined in Tile 19.*
 - *Any personnel and equipment required at the location(s) shall be at the permittees' expense. The hours of work will be billed by the Accounts Receivable Department of the City of Ontario.*

- *The Fire Inspector, or Fire Safety Officer, shall have the authority to revoke any permit as outlined in the Uniform Fire Code.*
 - *The Ontario Fire Department shall maintain a copy of the film site inspection within the Fire Prevention Bureau.*
 - *Special effects, such as pyrotechnics, hazardous materials/conditions, refueling, tents, other hazardous operations shall require a separate permit issued by the Fire Department.*
1. *For the convenience of the general public, all activity by an applicant between the hours of 10:00 p.m. and 6:00 a.m. shall be performed without undue noise and nuisance.*
 2. ***No drone filming is permitted in the City under current FAA guidelines.***
 3. *All trash services must be coordinated through the City of Ontario Solid Waste Department at (909) 395-2050.*