



Inland Empire Film Services, Inc.

Applicant Information

Company Name:	Production Title:
Contact Name:	Title:
Address:	Email:
Street Address	
City State ZIP Code	
Company Phone:()	Cell Phone:()
Secondary Contact:	
Title, Cell & email:	

Filming Information

Type of Production

<input type="checkbox"/> Feature	<input type="checkbox"/> TV Episodic	<input type="checkbox"/> TV Reality
<input type="checkbox"/> Commercial	<input type="checkbox"/> Stills	<input type="checkbox"/> Documentary/Industrial
<input type="checkbox"/> Music Video	<input type="checkbox"/> Student	Other (Specify)

Total number of people on location (crew, cast, vendors, etc):

Vehicle Breakdown (# of each):

Cars:	Lg. Trucks:	RVs:	Picture Vehicles:
Generators:	Camera Cars:	Other (specify & #):	

Location:

Location Name
Mile Markers
Owner/Rep Name:
Owner/Rep Number:
Date(s) and time(s) of shoot:
Summary of scenes (activity, stunts, SFX, etc):

By submitting this form, you are agreeing to pay a service fee to process this information

Caltrans Additional Questions

- 1) Budget Range for this shoot

- 2) Contact info for:
 - a. Producer (Name, full title, email, cell#)

 - b. Director (Name, full title, email, cell#)

 - c. Location Manager (Name, full title, email, cell#)

 - d. Production Manager (Name, full title, email, cell#)

It is okay if some positions are covered by the same person (i.e. the Producer and the Director are the same person).

Insurance Requirements

State of California

Production companies requesting to film on State owned or operated property must submit all of the following insurance documentation when applying for a film permittee attached samples for required wording.

Still photography, film, digital or new media without Automobiles:

- 1) Certificate(s) of Insurance (COI) as evidence of General Liability coverage in the amount not less than \$1,000,000 for each occurrence.
- 2) A separate additional insured endorsement for the COI with the following wording: "the State of California, including its officers, agents and employees is named as additional insured, with respect to liability arising out of the operations related to filming on California state owned or operated property."
- 3) Workers Compensation: State law requires companies provide proof of worker's compensation coverage. If a company has no employees the company may submit a Workers Compensation waiver letter. (Please create your own document based on the sample template attached.)

Still photography, film, digital or new media with Automobiles:

Provide all documents listed above PLUS:

- 1) Automobile Liability "Owned," "Hired" and "Non-Owned" coverage in an amount not less than \$1,000,000 for each accident.
- 2) See attached samples for required wording.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY					EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
X	AUTOMOBILE LIABILITY					GENERAL AGGREGATE \$
	<input type="checkbox"/> ANY AUTO					PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00
	UMBRELLA LIAB					BODILY INJURY (Per person) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE				PROPERTY DAMAGE (Per accident) \$
						\$
X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				\$
						WC STATUTORY LIMITS \$
						OTH-ER \$
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The State of California, including its officers, agents, employees and servants is named as additional insured, with respect to liability arising out of the operations related to filming on California state owned or operated property.

CERTIFICATE HOLDER

CANCELLATION

State of California
7080 Hollywood Blvd.
Suite 900
Hollywood, CA 90028

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**ADDITIONAL INSURED ENDORSEMENT
DESIGNATED PREMISES ONLY**

Policy No:

Named Insured

Name of Additional Insured:

THE STATE OF CALIFORNIA, INCLUDING ITS OFFICERS, AGENTS, EMPLOYEES AND SERVANTS IS NAMED AS AN ADDITIONAL INSURED, WITH RESPECT TO LIABILITY ARISING OUT OF THE OPERATIONS RELATED TO FILMING ON CALIFORNIA STATE OWNED OR OPERATED PROPERTY.

Address of Additional Insured:

7080 HOLLYWOOD BLVD
SUITE 900
HOLLYWOOD CA 90028

Interest of Additional Insured:

<Contractor's name and address on company stationery>

Current Date

State of California
7080 Hollywood Blvd., Suite 900
Hollywood, CA 90028

Re: Workers Compensation

To Whom It May Concern:

Please know and mark your records to show that <Contractor's name> does not have any employees, and the owner(s) have elected not be covered by workers' compensation insurance. Because of this <Contractor's name> is not required to have workers' compensation insurance.

Should <Contractor's name> have an employee(s) in the future it will obtain workers' compensation coverage as per the California Labor Code 3700.

Sincerely,

<Name/Title of Owner, Member, Partner or Corporate Owner of the Contractor>



QUESTIONNAIRE

Request to Use Unmanned Aircraft Systems (UAS) for Filming

Over State Property (click [here](#) for full list of guidelines & insurance requirements as stated on the CFC website)

CFC PERMIT APPLICATION #:

Date _____ Production Company _____

Type of Production _____ Production Title _____

Proposed Film Date(s) _____ Production Contact _____

Contact's Cell# _____ Email Address _____

Location Address _____ **Hours of UAS Activity**

From _____ [] a.m. [] p.m. to _____ [] a.m. [] p.m.

Location Address #2 _____ **Hours of UAS Activity**

From _____ [] a.m. [] p.m. to _____ [] a.m. [] p.m.

UAS Company _____ Primary Contact _____

Address _____ Cell# _____

_____ Email Address _____

UAS / AIRSPACE INFORMATION

Make/Model of Aircraft _____ Registration# _____

Make/Model of Aircraft _____ Registration# _____

Total Payload Weight (incl. UAS/camera/additional equipment) _____

Class of Airspace UAS Activity Will Occur in: ☐ B ☐ C ☐ D ☐ E ☐ G

Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation? ☐ Yes ☐ No

REMINDER: if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.

UAS OPERATING AUTHORITY:

☐ 14 CFR Part 107 ☐ Title 49 ("Hobbyist" Rules) – For Students Only

Part 107 Requirements

Name of Remote Pilot in Command _____

Remote Pilot's Phone# _____ Remote Pilot's Certificate# _____

If Remote Pilot will not be operating UAS, name of person operating UAS under the direct supervision of Remote Pilot _____

Visual Observer: ☐ Yes ☐ No

Please provide the following:

☐ Copy of Remote Pilot Certificate

☐ Copy of Part 47 or Part 48 Registration Certificate for each UAS listed above

☐ Description of planned flight operations, including diagrams, charts and maps as applicable

☐ Certificate of Insurance & Endorsement ☐ Copy/screen shot of ATC approval to operate in restricted airspace

For Students Enrolled at an Accredited Educational Institution Operating Under "Hobbyist" Rules

Name of Operator _____ Operator's Phone# _____

Name of School _____

Please provide the following:

☐ Copy of UAS Registration

☐ Certification letter from school (on school stationery)

☐ Detailed description of proposed UAS activities ☐ Name of community-based organization's safety guidelines

☐ Certificate of Insurance & Endorsement under which you will be operating

WAIVERS: Please note that students may not apply for FAA waivers. For Part 107 Remote Pilots: if you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.

- | | |
|--|---|
| <input type="checkbox"/> Flight over non-participants (§107.39) | <input type="checkbox"/> Night flight (§107.29) |
| <input type="checkbox"/> Operating from a moving vehicle (§107.25) | <input type="checkbox"/> Flight altitude restrictions (§107.51) |
| <input type="checkbox"/> Operating multiple small UAS' (§107.35) | |

Remote Pilot in Command is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all Part 107 standards and requirements.

Signature of Remote Pilot in Command or Authorized Company Representative

Print Name _____ Title _____

Student enrolled at an accredited educational institution is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all community-based safety guidelines.

Signature of Student Operator

Print Name

Best Practices for UAS Operations Over State Property

Although not specified in Part 107 Rules, the CFC suggests the following for optimum safety:

- Use of a visual observer.
- UAS operator should scout location site(s) of proposed drone activity in advance of filming.
- Operator should be at least 21 years of age.
- Operator should possess a Motion Picture & Television Operations Manual.
- Operator should have previous film set experience.

****IMPORTANT****

Please allow up to seven (7) business days for the CFC to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS over State property will be granted. CFC State partners (Caltrans, State Parks, etc.) review applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.

Please scan and submit this completed form, along with all accompanying documentation to CFC's Permit Department Manager, Eric Klosterman at: Eric.Klosterman@film.ca.gov.



Requirements for the Use of Small Unmanned Aircraft Systems (UAS) when Filming on State Property

Rev. June 14, 2017

On August 29th, 2016, the FAA's permanent regulations for the operation of small Unmanned Aircraft Systems (UAS) in the National Airspace System (NAS) went into effect. These new regulations under Title 14 Code of Federal Regulations (14 CFR) Part 107, establish the minimum safety standards for small UAS operations in the United States.

Among other things, the new rules establish certification requirements for small UAS pilots under 14 CFR Part 107, establishing a new category of pilot referred to as the Remote Pilot. While Part 107 established this new category, a person holding a traditional pilot certificate under Part 61 may also operate small UAS under Part 107 if they meet certain requirements outlined in the rule. Both category of pilots may supervise the operation of a small UAS operated by someone without any pilot certification under Part 107 or Part 61.

To date, since the new regulations went into effect, over 43,000 remote pilot certificates have been issued.

In an important departure from many of the Section 333 exemptions issued under the provisions of Public Law (PL) 112-95, Part 107 prohibits operations over human beings (including cast and crew), only allowing such operation under the provisions of a Waiver issued by the Federal Aviation Administration (FAA). This past November, the FAA issued an amendment to virtually all exemptions granted under Section 333, which revised the Conditions and Limitations, aligning them more closely to the provisions of Part 107. This action withdrew the authority to operate over people (cast and crew) for many exemption holders. **Only the original seven (7) exemption holders retained this authority, including: Aerial Mob, Astraeus Aerial, Flying-Cam, HeliVideo Productions, Pictorvision, Snaproll Media and Vortex Aerial.**

A copy of the [Section 333 Exemption Amendment, dated November 2016](#) (detailing all current 333 guidelines) is available, but use this link for reference only. The CFC suggests that you contact the FAA for the latest changes/amendments.

Information Questionnaire: The CFC has a [new questionnaire](#) for those who wish to fly UAS over state property. The completed form and all accompanying documentation must be submitted with the production's permit application.

UAS Operating Authority: The CFC recognizes two (2) forms of Operating Authority, including valid Section 333 Exemptions, and 14 CFR Part 107. Applications for filming over State property must identify the specific Operating Authority, and applicants must adhere to the provisions of that Operating Authority only. For example, the Conditions and Limitations of an Exemption may not be used when conducting operations under Part 107 and vice versa.

Permitting Timeframe: Please allow *up to* seven (7) business days for the CFC to process requests for film permits that include the use of small UAS, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Part 107 Remote Pilot does not guarantee permission to operate a small UAS over State property. CFC State partners (Caltrans, State Parks, etc.) also review applications on a case-by-case basis, and consent or deny requests based on their specific criteria. Applicants should consider checking with all applicable State agencies before submitting permit applications to the CFC.

UAS Pilot Certification Information: In order to obtain a Remote Pilot certificate under Part 107, applicants (who do not already hold a Part 61 pilot certificate) must pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center and complete a security background check by the Transportation Security Administration (TSA). Pilots with a traditional Pilot Certificate under Part 61 (except Student Pilots) must have successfully completed a flight review within the previous 24 months and complete a Part 107 online training course.

Permit Applications: Operating Authority - Section 333

Those applying under Section 333 are required to submit:

1. Proof that the production is using a UAS operator who is the holder of a valid Section 333 Exemption, authorizing motion picture, television and news media filming and/or aerial cinematography or aerial data collection. Exemptions granted for surveillance of pipelines, agricultural purposes, real estate, etc., will not be considered.
2. A copy of the operator's *Certificate of Authorization* (COA).

Note: UAS operators had originally been required to apply for and receive a COA for each particular location (site specific), but the FAA streamlined the process, issuing “**blanket**” or “**streamlined**” COAs for flights at or below 200 feet, as long as the operations are not within the vicinity of airports, heliports, seaplane bases or other restricted airspace.

3. A copy of the operator's written Plan of Activities (POA) with evidence of submission to the FAA Flight Standards District Office (FSDO) with jurisdiction over the area of production.

Permit Applications: Operating Authority - 14 CFR Part 107

Those applying under Part 107 are required to submit:

- A copy of the Remote Pilot Certificate for the Remote Pilot in Command (Remote PIC)
- A copy of the Part 47 or Part 48 Registration Certificate for each UAS
- A detailed description of proposed flight activities (including maps)
- Copies of all necessary Waivers or Approvals
- Proof of insurance coverage (as detailed below)

Basic provisions of 14 CFR Part 107:

- UAS must weigh between .5 and 55 pounds.
- Use of Visual Observer (VO) is optional.

- The remote pilot and the person manipulating the flight controls must remain within visual line-of-sight of the UAS (unaided by any device other than corrective lenses).
- UAS must be operated in daylight only – or civil twilight (generally 30 minutes before sunrise to 30 minutes after sunset, with appropriate anti-collision lighting).
- Maximum altitude is 400 feet above ground level (or within 400 feet of a structure).
- Operations from a moving aircraft or vehicle are not permitted without Waiver.
- UAS operations require a preflight inspection by the remote pilot.
- Operations in Class G airspace is allowed, but operations in Class B, C, D and E airspace is only allowed with the required ATC (Air Traffic Control) authorization.
- No person may act as a Remote Pilot or Visual Observer for more than one UAS operation at one time.

Note: 14 CFR Part 107.205 identifies regulations under Part 107 that may be waived by the FAA. Those regulations include:

107.25—Operation from a moving vehicle or aircraft
 107.29—Daylight operation
 107.31—Visual line of sight aircraft operation
 107.33—Visual observer
 107.35—Operation of multiple small unmanned aircraft systems
 107.37(a)—Yielding the right of way
 107.39—Operation over people
 107.41—Operation in certain airspace
 107.51—Operating limitations for small unmanned aircraft

For a complete list of guidelines for operating UAS under Part 107, go to:

- **Complete Text of Part 107 Rule**
- **Summary of Part 107 Rule**

For information on obtaining a Remote Pilot Certificate under Part 107, or how to apply for a Waiver:

- **Becoming a Remote Pilot**
- **Applying for a Waiver**

PLEASE NOTE: While the FAA controls U.S. airspace, individual jurisdictions (states, counties, cities) may regulate take-offs and landings within their jurisdictions. Additionally, the FAA does not regulate the use of UAS indoors (on a stage, in a building or other enclosed areas). Indoor drone activity will require other applicable approvals.

If you have any questions about the use of drones when filming on state property, contact CFC Deputy Director Eve Honthaner at 323-860-2960, ext. 136 - ehonthaner@film.ca.gov or CFC Senior Permit Coordinator, Eric Klosterman at 323-860-2960, ext. 105 – eklosterman@film.ca.gov.

INSURANCE REQUIREMENTS (*mandatory for both Section 333 and Part 107 Applicants*):

As the CFC website details “Insurance Requirements for Filming,” a production entity that wishes to film on State property must provide the CFC with a certificate of insurance evidencing coverage of General Liability, Workers Compensation and Automobile Liability (go to: <http://film.ca.gov/state-permits/insurance-requirements/> for specified limits and coverage requirements).

If the production’s proposed activities include the use of a small UAS, **additional aerial coverage must be provided by the UAS operator**. The additional requirements are to provide:

1. Proof of Unmanned Aircraft Systems (UAS) coverage (listing the specific aircraft to be used) with a **limit of at least \$2,000,000**. This can be submitted in one of two ways:
 - a. If UAS coverage is being added to a general liability policy, there must be a **separate endorsement** showing proof of UAS coverage.
 - b. If the coverage is coming from an *aviation-specific* insurance carrier (such as Global Aerospace), a separate policy endorsement is **not** necessary, as the entire policy represents the UAS coverage.
 - c. A separate endorsement naming the State of California, its officers, agents and employees as Additional Insured.
2. Please note that all **separate endorsements** must be submitted as **separate attachments** (not included in the body of the certificate of insurance).

IMPORTANT NOTES

- UAS operators must have all pertinent documentation **on set with them at all times**, including documents related to Operating Authority, Pilot Qualifications, and Aircraft Registration. Those documents include a valid Section 333 Exemption, Certificate of Authorization (COA), Plan of Activities (POA), UAS registration certificate and appropriate pilot certificate.
- Operation of a small UAS is permitted only when all qualifications have been met, all necessary approvals have been obtained, and use of a small UAS is noted on the production’s permit. If a production is found to be operating a small UAS without the proper permit, the assigned Fire Safety Officer or law enforcement official may immediately suspend the small UAS activities and/or the production may be subject to a fine.
- The use of a small UAS as a **PROP** (that is being flown) is subject to the same regulations as those used for filming.
- On October 9, 2015, Contract Services Administration Trust Fund issued Safety Bulletin #36, “Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems” and its Addendum A, “Unmanned Aircraft Systems Exemption Summary”. These documents are posted on the csatf.org website, and may be accessed by clicking on the links below:

<http://www.csatf.org/pdf/36UAS.pdf>

http://www.csatf.org/pdf/36ADDENDUM_A.pdf.

Note: A copy of the Safety Bulletin should be attached to your call sheet on days when a small UAS is being used.

GUIDELINES FOR THE USE OF UAS OVER CALTRANS PROPERTY

Submissions for permits that include the use of small UAS over Caltrans property will be reviewed on a case-by-case basis. Caltrans guidelines for the use of a UAS are as follows:

- Use of a small UAS will be treated as a complex shoot and will require a freeway closure. There could therefore be up to a twelve (12) business day approval process. If, however, all required documents are submitted in a timely manner, and Caltrans is satisfied with the plan of activities, the turnaround time could be as short as seven (7) business days. Depending on the requirements, at least one meeting with Caltrans, CHP, CFC and other affected entities would be required to discuss logistics.
- Insurance requirements will be consistent with State guidelines (follow this [link](#) to review insurance requirements.)
- Requests for the use of small UAS over Caltrans property will not be considered without the submission of a detailed plan of proposed activities (including maps).
- Small UAS operators must adhere to all current and future FAA mandated rules with regard to distances from airports, military installations and any person(s) or property.
- It is the responsibility of the permittee to obtain all necessary jurisdictional approvals and to submit a description of proposed activities and proof of required insurance coverage within a timely manner.

If approved:

- Caltrans will determine the radius (extending beyond any point of the roadway) that will constitute the production's closed set during small UAS activities.
- Small UAS pilots (with the approval of Caltrans) may decrease the perimeter of the closed set if barriers or structures are present that would sufficiently protect non-participating persons from the small UAS and/or debris in the event of an accident. Please note however that permission to reduce the perimeter must also be granted by Caltrans.
- Intermittent Traffic Control (ITC) or closures will be enforced from both directions, creating full closures on both sides of the freeway/road. Please note that ITC shall be performed on conventional highways only, and filming with a small UAS must occur within 3- to 5-minute ITC windows. UAS filming on freeways is restricted to the ends of freeways where full freeway closures are feasible and adequate detours are available.
- No driving with the flow of traffic will be allowed when a small UAS is involved.
- Productions must work with all applicable City jurisdictions to facilitate the closing of all relevant over-crossings and under-crossings during filming with a small UAS.
- If the road to be closed for small UAS filming is adjacent to a beach or park, permission must also be granted from the Park's film liaison.
- Caltrans has the right to assign a monitor to be on-set during small UAS flights over Caltrans freeways, highways and roads.

For more information on the use of UAS, go to: <http://www.faa.gov/uas/>