

# Permitting Process for Filming in State Parks

## A fact sheet created for State Parks Personnel

### by the California Film Commission

State Parks is an ideal setting for filming and still photography. The California Film Commission (CFC) works in conjunction with Parks to permit these activities.

Parks charge reimbursement fees in order to accommodate filming and to offset personnel costs. These fees are collected and returned to Parks by the CFC. The CFC provides its services, the location and the permit at no cost.

Permitting Process: State Parks staff receives a phone call from a production company. Parks initiates a DPR245A and also refers callers to begin a permit on-line with the California Film Commission [www.film.ca.gov](http://www.film.ca.gov).

The CFC's website, [www.film.ca.gov](http://www.film.ca.gov) has a State Permits tab that contains information about filming including insurance coverage, FAQ's, basic Parks fees and the on-line film permit system.

The CFC receives either a phone call or an application from a production company. The CFC refers them to the Park and provides them a contact name, email address and phone number for the Park. Once the application is reviewed by the CFC a copy is emailed to the Park. The application verifies the information on the DPR245A. Parks then collects a signature on the DPR245A from the production company and provides a final copy to the CFC. Additionally Parks determines which fees and reimbursements to charge and notifies the CFC with fee details.

The CFC finalizes the permit and creates an invoice based on the fees assigned by the Park. The CFC collects the fees and issues the final permit. A copy of both is forwarded to the Park and to the accounting office for Parks.

**Late or Tardy Permits** – Even with a completed DPR245A the CFC requires a minimum of 4 business days to process applications.

**Retroactive Permits** – The CFC does not issue retroactive permits. There are no exceptions.

#### **Parks Fees collected on behalf of Parks by the CFC**

Simple productions (Still or Motion): \$65.00/day plus onsite parking fees\*.

Complex productions (Still or Motion): \$200.00/day plus \$79.00/hour/monitor, plus \$.51/mile, plus on-site parking fees\*\*.

#### **Parks Filming Monitor Hourly Rates**

Peace Officers	\$79.00	Environmental/Cultural Resources	\$74.00
Maintenance	\$56.00	Interpreters	\$55.00
Administration	\$46.00	Lifeguard (seasonal)	\$39.00
Park Aide	\$29.00		

Monitors are portal to portal (generally adding one hour of time).

Parking fees and daily entrance fees – collected per vehicle as production vehicles enter the Park. These fees are NOT collected by the CFC. Parking Fees vary between \$8.00-\$12.00 per vehicle or space depending upon park and season.

\*Simple Productions -

- Maximum of 14 personnel including cast/crew/extras/vendors/clients.
- Using only hand held equipment and props such as camera, tripod, and reflectors. Hand held being defined as something that one average person can pick up and carry. (A folding camp or beach chair is a hand held prop, a Lazy Boy recliner is not.)
- Arrive and depart during regular park hours (8:00 a.m.-Sunset at most locations).

\*\* Complex Productions -

Productions including any of the following elements are complex and one or more state monitors are required.

- 15 or more total people, including cast/crew/extras/clients/vendors
- large props or equipment; reflectors
- prop/replica weapons
- generators
- animals
- special effects
- pyrotechnics
- moving picture cars or static picture cars in/about the public roadway excluding the parking lots
- filming on or alongside a park road open to the public
- aquatic activities (wading, swimming, kayaking, surfing, use of watercraft, etc)
- arriving or departing before or after normal operating hours. (8AM-Sunset at most parks)
- night filming
- filming in an environmentally or historically sensitive area
- filming in a state historic park
- filming in a state preserve
- driving vehicles on park service roads not open to public cars
- filming in high fire hazard areas



# 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

Feature  TV Episodic  TV Reality  
 Commercial  Stills  Documentary/Industrial  
 Music Video  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 (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
~~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\*\*\*


# State Parks 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).

## SPECIAL PROVISIONS

All rules and regulations apply unless special permission is received by the District Superintendent or by his/her designated representative.

- A. \_\_\_\_\_ Rangers/Lifeguard peace officers will be assigned to monitor filming activities. The Permittee will provide a company radio to the Department monitor.
- B. \_\_\_\_\_ Gate personnel and/or \_\_\_\_\_ set guards will be provided by the Permittee and will follow the guidelines set by the Department.
- C. \_\_\_\_\_ Fire persons and \_\_\_\_\_ fire/water trucks will be present at all times during filming activity upon Department lands. Vehicles must be equipped with a minimum of 1,000 gallons of water and 300 feet of 1-1/2 inch hose with nozzle, and the driver must be familiar with pumper operation. Water for fire equipment and water trucks to be provided by the Permittee or obtained from specified metered facilities. Fees for the metered water is to be paid to the appropriate jurisdiction by the Permittee. The California Film Commission may also require a Fire Safety Officer on site due to county or city regulations.
- D. The Permittee is to furnish their own \_\_\_\_\_ electricity \_\_\_\_\_ sanitary facilities. The Permittee may use public phones in the area.
- E. The Permittee will furnish their own trash receptacles, and remove all trash and debris from Department lands upon completion of each day's filming. Department owned trash containers shall not be utilized by the Permittee.
- F. All vehicles, equipment and animals will be confined to public access roads or parking lots.
- G. Shuttle vehicles or mini vans are to be used to transport people from parking areas to the filming location. Vehicles will not exceed \_\_\_\_\_ MPH while on Department land.
- H. All special effects are to be approved in advance. Appropriate State or county special effect permits will be checked on site.
- I. \_\_\_\_\_ No smoking permitted due to location or weather conditions. \_\_\_\_\_ Smoking permitted in fire safe areas designated with "smoking signs," and having butt cans containing 2 inches of water in the base and a 10 lb. fire extinguisher on site.
- J. Arc lights are not to be used in fire risk areas or under "Very High" fire weather condition. Low heat lights (12Ks, HMI's) may be used in the back country/vegetation areas. Cable for lighting will be placed along roadways or trails without causing a public safety tripping hazard. Interior lighting or specialized lighting will require a Fire Safety Advisor.
- K. No livestock or animals will be permitted to run loose; all animals are to be caged or confined when not working.
- L. No structures or sets are to be built, no trees or shrubbery are to be cut, trimmed or injured, and no disturbance is to be made of the ground surface.
- M. Permittee may bring in potted plants provided they are obtained from a licensed California Nursery, they are not in bloom or carrying mature seed, and they are not subject to current quarantine restrictions. Permittee may bring in cut greens obtained from non-quarantined areas of the same county. Permittee must remove all these materials from Department lands. Permittee shall not bring in un-composted organic ground cover. The Department's goal is to protect native ecosystems.
- N. Filming is to terminate immediately and Department lands are to be vacated immediately when "EXTREME" fire weather conditions arise, with the remainder of the shooting day to be made up at a subsequent date and time.
- O. The Permittee shall maintain a clean working area and upon completion of work, all locations are to be cleared of equipment, props and trash. Cleanup will be to the Department's satisfaction, with final inspection to be conducted by the District Superintendent or his/her representative.
- P. Overnight storage of vehicles or equipment is not allowed.
- Q. On consecutive shoot days, areas of filming will be cleared of all hazards, and equipment returned to the base camp at the end of each day's filming. A certified unarmed set guard will be required for the security of equipment and vehicles for overnight storage.
- R. Monitor costs may be refundable if the company cancels by noon the prior day. Late cancellations will be charged a 4-hour minimum of monitor costs.
- S. The Permittee shall repair any and all damage to Department resources, facilities or property caused by the Permittee's activities, and the District Superintendent shall be the sole judge of the extent of such damage and the adequacy of any repair or restoration. Replacement or repair must be completed within 7 working days from the original permit date.
- T. **CREDITS:** California State Parks shall be recognized in the credits of appropriate film projects. The credits will read, "Special thanks to California State Parks, [Park Name] \_\_\_\_\_", and display the Department's logo - .
- U. **PARKING FEES:** Parking fees will be calculated by the site ranger and the Permittee will be billed the day after completion of the film project. The Permittee is to send parking fee payment within 7 business days after receipt of billing.
- V. **DEPOSIT:** The Permittee has placed a deposit up front for estimated department monitoring costs, park review fee and vehicle mileage as follows:

**Estimated Department Monitoring Costs:** \$79.00 per hour with a 4-hour minimum. Monitor may claim 1-hour drive time portal to portal.  
**Park Review Fee:** Complex permit, monitor required on site - \$200 per day. Simple permit (still or student), no monitor required - \$65 per day.  
 This fee is NON-REFUNDABLE and subject to change.  
**Vehicle Mileage:** Reimbursement cost - \$ 0.51 per mile.

Department Monitor	( _____ hrs. x \$ _____ )	=	\$ _____
Additional Staff	( _____ hrs. x \$ _____ )	=	\$ _____
Park Review Fee	( _____ days x \$ _____ )	=	\$ _____
Vehicle Mileage	( _____ miles x \$ 0.51 x _____ days )	=	\$ _____
<b>Total Deposit</b>			<b>\$ _____</b>

- W. **BILLING:** The Department will complete its billing within 10 business days after completion of the film project. The Permittee will be billed for the balance due after deduction of their deposit, or the Department will request a refund through the State Controllers office for any overpayment. For questions concerning your billing, please call \_\_\_\_\_ (818) 880-0392 .



# SAFE REOPENING PLAN FOR CALIFORNIA STATE FILM PERMITS

County:

District:

Park Unit(s):

Permit Name:

Permittee Name

Permittee Contact:

Permittee Address:

*The Safe Reopening Plan (SRP) shall be completed and approved prior to the Permittee filming within the park unit. This SRP shall be implemented and Permittee shall only resume as allowed by the local health authority and Governor's Order at the direction of the District Superintendent. The District Superintendent or designee must approve this plan before services may resume, the plan may not be altered to a lower standard without written approval.*

*Permittee must implement all mandatory measures listed in A below. Permittee shall select applicable measures listed in B below and explain why any measure that is not implemented is inapplicable to the business/operation. Permittee shall also provide specific details regarding their SRP pertaining to their business/operation in section C below.*

**Permittees should no conduct business and employees should not report to work if they have known exposure to Covid-19 in the past 14 days. If an employee tests positive for Covid-19, the business must contact the District Superintendent.**

## **A. Measures to Protect Permittee Health (Mandatory):**

- All employees and participants have been told not to report to work if they feel ill, have a fever, or are expressing symptoms including coughing and sneezing that could spread droplets. Report to supervisor immediately.
- Permittee must follow local health authority guidelines regarding employers screening employees for Covid-19 symptoms, including if required temperature taking and screening for fever above 100 degrees.
- Cameras, equipment and other tools will not be shared or will be sanitized appropriately between separate handling.
- If required by the local health authority, all employees must wear facial coverings in the workplace, if within six-feet of others. If not required by the local health authority, Partner may choose to incorporate face masks for employees as part of their safety protocols.
- Physical distancing will be required. Other physical barriers may be installed to ensure at least six-feet of spacing between staff and the public.

All permittees are trained and educated on health and safety protocols and the procedures being implemented to reduce the risk of exposure and illness from Covid-19, including staff training on how to [screen themselves for symptoms](#) of Covid-19. Weekly safety meetings will be held to provide updates, answer questions, and implement additional best management practices as necessary.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule (attach separate page if needed):

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties, e.g., disposable gloves, cloth masks, disinfectant wipes, (describe below) (attach separate page if needed):

All permittees and employees are provided written information regarding hand washing and the following is posted that handwashing is mandatory at the following times:

- After using the restroom
- After blowing your nose, coughing, or sneezing
- Before, during, and after work shifts
- Before and after work breaks
- After touching frequently touched surfaces

Copies of these measures have been distributed to all permittees and their employees.

- Soap and water and/or alcohol-based hand sanitizer containing at least 60% alcohol are available to all employees at the following location(s) (attach separate page if needed):

- Describe other measures to create social distancing and provide curbside/outside service where appropriate (attach separate page if needed):

**B. Measures to Keep People at Least Six-Feet Apart (Check all that apply to the facility):**

- Placing tape or other markings at least six-feet apart in visitor line areas inside facility (e.g. store) and on sidewalks at public entrances with signs directing visitors and participants to use the markings to maintain distance (taping, signage, etc., to be approved by District Superintendent).

All permittees have been instructed to maintain at least six-foot distance from visitors and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- Appointment system is required for all photo shoots.
- Describe measures (attach separate page if needed):



**C. List all additional measures, not described above to Meet Local Health Authority and Governor's Order guidelines specific to business (attach separate page if needed):**

**NOTE: Any additional measures not included here should be listed on separate pages, which the partner should attach to this document.**

The above plan cannot be revised or ceased without the approval the District Superintendent or their designee.

APPROVED BY

Partner (please sign, including title and date):

California Department of Parks and Recreation (please sign, including title and date):