



Dear Permit Applicant:

The following is information about the **Jurupa Valley Filming Permit Application**. Please complete and return the application with a copy of legible map marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, written property approval and map **must** all be received 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, weapons (firing & non-firing) or aircraft used in your shoot. The lead person who is responsible for the shoot must sign the application.

Film Permit Fees: Motion.....\$350 flat fee
Stills\$300 flat fee
Students\$FREE (with letter from school)

IEFS Fees: Motion & Stills....\$189

A convenience fee of 3.1% will be applied to all fees.

Fire Requirements: Fire Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will be charge for their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Fire Department Equipment. Fees based on activity.

Police Requirements: Police Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Police Department resources, Police Department personnel will be charge for their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Police Department Equipment. Fees based on activity.

Insurance requirements: The applicant shall, at its sole expense, provide the city with evidence of insurance for general liability and worker's compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this activity. The applicant must provide insurance with a minimal limit of \$1,000,000 combined single limit. The certificate of insurance and the Letter of Endorsement must name the city as an additional insured. (see specific verbiage on page 2).

When deemed necessary by the City, the Applicant 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 City.

All policies shall contain a provision stating that the applicants policies are PRIMARY insurance and that insurance of 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* (via Certificate of Insurance) and a *Letter of endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Jurupa Valley, 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*:

City of Jurupa Valley, 8930 Limonite Ave., Jurupa Valley, CA 92509 and its officers, City Council, agents, employees, and volunteers are additional named insured with respect to liabilities arising out of the performance of services hereunder. This policy shall not be subject to cancellation or modification without thirty (30) days written notice to the City.

An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the same verbiage above.

FAA approval, in writing, is required.

An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of drones in the amount of \$2 million, using the same verbiage above.

POA (with map showing the flight area, copy of Drone certificate and FAA Registration is required).

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

In order to process the application in a timely manner, all of the above required documents must be received 4 days prior (minimum) to filming. All reservations are tentative until we receive confirmation of property approval. If you have any other questions, please contact Inland Empire Film Services at 909-460-8100, x101 – jurupavalley@iefilmpermits.com.

Riders: Minor additions, corrections or alterations to a permit shall be made available by way of a rider which shall be attached to the original permit in writing. However, a permit cannot be extended or amended by rider after the completion of the filming activity. Significant changes to the original permit may require a new permit application.



Photography/Film Permit Application

Received by: _____	Application Number: _____
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Date: _____	Location Manager: _____
Company: _____	Main Phone: _____
Company Address: _____	Email: _____
Company Phone: _____	Production Manager: _____
Project Title: _____	Main Phone: _____
	Email: _____
	Other Contact: _____
Shoot Location: _____	Main Phone: _____
	Email: _____

Production Dates _____

- Production Type:**
- | | | |
|--------------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Still Photography | <input type="checkbox"/> Music Video | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> TV: Reality | <input type="checkbox"/> TV: Episodic | <input type="checkbox"/> TV: Other |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Industrial | <input type="checkbox"/> Corporate |
| <input type="checkbox"/> Feature | <input type="checkbox"/> Other: | |

Information:

Number of Personnel (cast and crew, ect.):		
	Equipment Description	Number
Number of Vehicles	Generators	
Large vehicles	Lifts	
Small vehicles	Other:	
R-Vs	Other:	

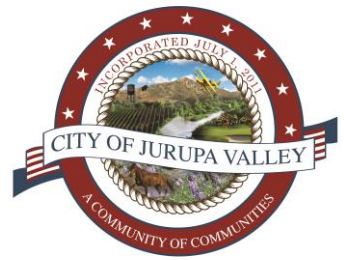
Insurance: *See insurance requirements (permit will not be issued without proper insurance)*

Insurance Company: _____
Attach Insurance Certificate and Endorsement

Shoot Details

Please be specific in your description and include an additional sheet if necessary.

Property owner name: _____
 Property owner phone: _____ Email: _____
 Property address(es): _____



Days and Times of preparation, film, and strike:

Date	Time	Details	Prep/Film/Strike

Attach additional pages as necessary

- Will this project require traffic control?
 NO YES – Road encroachment permit attached
- Will this project involve stunts?
 NO YES
- Will this project involve firing or non-firing Weapons?
 NO YES
- Will this project involve SFX/Pyrotechnics?
 NO YES – Stunts and Special Effects worksheet attached
- Will this project require the use of exotic or domestic animals?
 NO YES – Animal stipulations attached
- Will this project require the use of any aircraft?
 NO YES – Proper insurance **and** FAA approval attached

To be completed by City Staff

Permit Number:

Approved by:

Processing fee	\$
Road permit fee	\$
Fire permit fee	\$
Fire bond	\$
Police fee	\$
Police bond	\$
Other:	\$
Total fee amount	\$

Name:

Title:

Attachments

- Road Encroachment Permit
- Fire Permit/Weapons Permit
- General Liability Insurance
- Aircraft Insurance
- FAA approval
- Animal Stipulations
- Property Owner Permission
- Neighborhood Notification



City of Jurupa Valley

Photography and Motion Picture Permit Application

Addendum-1

If you are shooting on private 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 Jurupa Valley Drone Requirements

Insurance Requirements

The applicant shall, at its sole expense, provide the City with evidence of UAS/ Aircraft Insurance which occur or are sustained in the course of carrying out this activity. The applicant must provide insurance with a minimal limit of \$2,000,000 combined single limit. All drones to be used on location **MUST** be listed on the Certificate of Insurance with their FAA ID# or Serial Number showing their coverage.

The certificate of insurance and the Letter of Endorsement must name the City of Jurupa Valley as an additional insured, as follows, verbatim:

City of Jurupa Valley, 8930 Limonite Ave., Jurupa Valley, CA 92509 and its officers, City Council, agents, employees, and volunteers are additional named insured with respect to liabilities arising out of the performance of services hereunder. This policy shall not be subject to cancellation or modification without thirty (30) days written notice to the City.

Drone Documentation Requirements

All of the items listed below must be provided along with the insurance documents:

- 1) A copy of the FAA issued 107 certificate for all drone pilots that will be on location (see sample below).



- 2) A copy of the FAA Drone Registration card for each drone that will be on location, regardless if they will be used (see sample below).
- 3) A POA with maps - one aeronautical map AND one Google Map (or similar) showing the drones flight zones - (see sample below).