



Dear Permit Applicant:

The following is information about the **Corona Filming Permit Application**. Please complete and return the application with a copy of a map (i.e. Google Maps) marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, Processing Fee in the amount of **\$756.00** (plus \$245 IEFS Service fee and a 3.1% convenience fee. All fees are non-refundable. Prices are subject to change without notice) and a 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.

**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 charge for their hourly wage (with a 2-hour minimum) and a bond will be issued if there is need for Fire Department Equipment.

**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 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.

**Insurance Requirements:** The applicant shall, at its sole expense, provide the city with evidence of insurance for general liability and workers' 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 one million dollars (\$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 the city.

All policies shall contain a provision stating that the applicants policies are PRIMARY insurance and that insurance of city or any named additional insured's will not be called 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-20-23-07-98 or equivalent) naming the City of Corona, its City Council, agents, employees and volunteers as an additionally insured in the amount of one million dollars (\$1,000,000). The Insurance Certificate and Letter of Endorsement must read verbatim: **City of Corona, 400 South Vicentia Avenue, Corona, CA 92882 City Council, agents, employees and volunteers are additional named insured's with respect to liabilities arising out of the performance of services hereunder.**

An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of airplanes or helicopters in the amount of ten million dollars (\$10,000,000), using the same verbiage above. **FAA approval, in writing, is required.**

**Workers' Compensation Requirements:** Proof of workers' compensation insurance is required

Please fax a copy of the Insurance Certificate(s), along with the Letter(s) of Endorsement, to the City of Corona at 951-279-3550 and a **hard** copy of the Insurance Certificate(s) and Letter(s) of Endorsement **must** be mailed to: City of Corona 400 South Vicentia Avenue, Corona, CA 92882.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance and Letter(s) of Endorsement, and a Thomas Bros. Map (or equivalent) with page and location clearly marked, must be received two (2) days prior (minimum) to filming. Should filming activities involve special effects, stunts or interference with vehicular traffic, applications must be received four (4) days prior (minimum) to filming and ten (10) days if road closures are involved. All reservations are tentative until we receive confirmation of property owner approval.

**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 completion of the filming activity. Significant changes to the original permit shall require a new permit application.

Once complete, email your application to [corona@iefilmpermits.com](mailto:corona@iefilmpermits.com)

If you have any questions, contact your IEFs permit provider or call our office at (909) 460-8100



Permit #: \_\_\_\_\_

### FILMING PERMIT APPLICATION

**Date:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Location Mgr.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
 \_\_\_\_\_ **Email:** \_\_\_\_\_  
 \_\_\_\_\_ **Prod. Mgr.:** \_\_\_\_\_  
 \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**Co. Phone:** \_\_\_\_\_ **Other Contact:** \_\_\_\_\_  
**Co. Fax:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**Prod. Dates:** \_\_\_\_\_

**Prod. Type:**  Commercial  TV-Reality  TV-Episodic  TV-Other  Music Video  
 Documentary  Industrial  Corporate  Feature  Other \_\_\_\_\_

**Total Personnel** (cast, crew, etc): \_\_\_\_\_ **Total Vehicles / Equip.:** \_\_\_\_\_  
 (Provide exact number of each item to be used at filming location(s))  
**Vehicle / Equip. Detail:** **Sm. Vehicles:** \_\_\_\_\_  
**Lg. Vehicles:** \_\_\_\_\_ **RVs:** \_\_\_\_\_ **Generators:** \_\_\_\_\_ **Lifts:** \_\_\_\_\_  
**Other** (describe): \_\_\_\_\_

**Insurance:** See attached Insurance requirement - Permit will not be issued without proper insurance.

- Insurance Certificate & Endorsement will be submitted by \_\_\_\_\_ am / pm on \_\_\_\_\_.
- Insurance Certificate & Endorsement attached - Insurance Co. \_\_\_\_\_.

**Location Detail:** Please give specific detail about your shoot below (Use provided addendum sheet if more space is needed). You must include the following: 1) property owner(s) name(s) and contact information; 2) property owner(s) authorization; 3) address of location(s); 4) day(s) & time(s) of prep, film & strike & 5); a storyboard and/or detail list of filming activity.

Date(s)	Time(s)	Details	Prep/Film/Strike

**Traffic:** Will this project require traffic control?  No (skip to Stunts/special Effects)  Yes (continue)  
 Road Encroachment Permit Attached  
 Road Encroachment Permit will be submitted by: \_\_\_\_\_ am/pm on \_\_\_\_\_.

Section below to be completed by City Permit Staff ONLY.

**Police Required:**  Yes  No **Fire Dept. Required:**  Yes  No **City Parks Approval Required:**  yes  No

**Stunts:** Will this project involve Stunts? No Yes (continue)

**Weapons:** Will this project involve firing or non-firing Weapons? No Yes (Continue)

**SFX:** Will this project involve SFX / Pyro? No (if no to all three, skip to animals) Yes (continue)

**Stunts & Special Effects Worksheet Attached**

**Stunts & Special Effects Worksheet will be submitted by:**\_\_\_\_\_ **am/pm on**\_\_\_\_\_.

**Animals:** Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

**Animal Stipulations Attached**

**Animal Stipulations will be submitted by:**\_\_\_\_\_ **am/pm on**\_\_\_\_\_.

**Aircraft:** Will this project require the use of any aircraft? No (skip to Aircraft) Yes (continue)

*See attached Insurance requirement - Permit will not be issued without proper insurance.*

**Additional Aircraft Insurance attached**

**Additional Aircraft Insurance will be submitted by:**\_\_\_\_\_ **am/pm on**\_\_\_\_\_.

**FAA Approval attached**

**FAA Approval will be submitted by:**\_\_\_\_\_ **am/pm on**\_\_\_\_\_.

*Section below to be complete by City Permit Staff ONLY.*

<b>Permit #:</b> _____	<b>Approved by:</b> _____
<b>Processing Fee:</b> \$ _____ <b>\$756.00</b>	<b>Name:</b> _____
<b>Road Permit Fee:</b> \$ _____	<b>Title:</b> _____
<b>Fire Permit Fee:</b> \$ _____	<b>Attachments:</b> <input type="checkbox"/> Road Encroachment Permit
<b>Fire Bond:</b> \$ _____	<input type="checkbox"/> Fire Permit / Weapons Permit (circle one)
<b>Police Fee:</b> \$ _____	<input type="checkbox"/> General Liability Insurance Documents
<b>Police Bond:</b> \$ _____	<input type="checkbox"/> Aircraft Insurance Documents
<b>Other (explain):</b> \$ _____	<input type="checkbox"/> FAA Approval
_____	<input type="checkbox"/> Animal Stipulations
<b>TOTAL:</b> \$ _____	<input type="checkbox"/> Property Owner Permission Form(s)
<b>Other Provisions:</b> _____	<input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s)
_____	<input type="checkbox"/> Other: _____
_____	_____

**GENERAL CONDITIONS:**

**Permittee agrees to all the terms and conditions on this permit including provisions listed at the bottom of this form and any attachments.**

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City, its officers, agents, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. • City shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the manner herein provided. City agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the permittee, its officers, agents, employees and volunteers, in the [performance of this permit shall act in an independent capacity and not as officers, agents, employees and volunteers of the City. •

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. ¶Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. ¶The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. ¶Permit must be kept on site at all times. ¶City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

**Permittee's Signature:**\_\_\_\_\_

**Representative of:**\_\_\_\_\_

**Permittee's Name:**\_\_\_\_\_

**Title:**\_\_\_\_\_

**Date:**\_\_\_\_\_



CORONA TRANSPORTATION DEPARTMENT

Fee: \_\_\_\_\_

**ROAD ENCROACHMENT PERMIT APPLICATION**

PLEASE PRINT OR TYPE

COMPANY NAME \_\_\_\_\_

DATE(S) OF ACTIVITY \_\_\_\_\_

PERMITTEE NAME \_\_\_\_\_

ACTIVITY START TIME \_\_\_\_\_

TITLE \_\_\_\_\_

ACTIVITY END TIME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

OFFICE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

PERMITTEE SIGNATURE \_\_\_\_\_

PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A MAP SHOWING YOUR LOCATION):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Issuance of permit WILL be in conjunction with an approved City Film Permit

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS 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, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (circle one) YES NO

WILL THERE BE ANY STUNTS? (circle one) YES NO

If yes to either of the above, an approved Special Effects and Hazardous Conditions Worksheet is required

**FOR CITY USE ONLY**

Officers needed as follows: \_\_\_\_\_

Traffic Control Devices recommended: \_\_\_\_\_

**CORONA POLICE APPROVAL**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

( )

\_\_\_\_\_  
PHONE NUMBER

**OFFICE IN CHARGE OF FILMING ACTIVITY**

\_\_\_\_\_  
PRINT NAME

( )

\_\_\_\_\_  
PHONE NUMBER

( )

\_\_\_\_\_  
CELL NUMBER

Date \_\_\_\_\_



## Special Effects and Hazardous Conditions Worksheet

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Special Effects Coordinator \_\_\_\_\_ CA Pyro License # \_\_\_\_\_  
*(Please provide a legible copy of the front and back of your State's Pyro License along with this form)*

SFX Company \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Location(s) \_\_\_\_\_

Assistants \_\_\_\_\_ CA Pyro License # \_\_\_\_\_

Assistants \_\_\_\_\_ CA Pyro License # \_\_\_\_\_

Permittee Company \_\_\_\_\_ Contact Person \_\_\_\_\_

Office # \_\_\_\_\_ Cell # \_\_\_\_\_

Activity/SFX Materials & Activity (please note quantities to be used for each material listed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time(s): \_\_\_\_\_

**SFX Coord. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permittee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fire Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Police Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

This form and a copy of your license(s) are required before a permit can be issued.

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