



Dear Permit Applicant:

The following information is related the Barstow Filming Permit Application. Please complete and return the application with a Map indicating the specific location you wish to use, please include address and/or GPS coordinates where possible. The completed Application, Insurance Certificate, Letter of Endorsement, Map and payment must be received before the Application can be processed. It is important to list all props that will be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes or helicopters used in your shoot. The applicant who is responsible for the shoot must be named on and sign the Application.

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

**Insurance Requirements:** The Production Company shall maintain at all times during the term of the Film Permit a \$1,000,000 per occurrence in Commercial General Liability Insurance for bodily injury, personal injury and property damage. All such policies shall name the City of Barstow, its officers, officials, departments, employees and agents as Additional Insured under such policies (see specific instructions on page 2).

When deemed necessary by the City, the Production Company shall maintain \$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 Production Company's policies are PRIMARY insured and that insurance of City or any named Additional Insured will not be called upon to contribute to any loss.



6185 Magnolia Ave, #305 | Riverside, CA 92506 | 844-4-IE-FILM (443-3456)  
[barstow@iefilmpermits.com](mailto:barstow@iefilmpermits.com) | [www.iefilmpermits.com](http://www.iefilmpermits.com)

All insurance policies are to be placed with Insurers with a current A. M. Best rating to no less than "A-" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide proof of general liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Barstow, its officers, officials, departments, employees, agents and volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim: **The City of Barstow, 220 East Mountain View Street, Ste "A", Barstow, CA 92311 and its officers, officials, departments, employees, agents and volunteers are named Additional Insured on General liability policies** (add **"and Auto liability policies"** if auto is required by the City).

An additional Aircraft Liability Insurance Certificate and Letter of Endorsement are required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **A POA with map and stamped FAA approval is required.**

In the event that drones will be used, an additional USA/ Aircraft Liability Insurance Certificate and Letter of Endorsement are required in the amount of \$2 million, using the verbiage above. A copy of the pilot's FAA issued Remote Pilot license, FAA Drone registration card and a POA with map are also required.

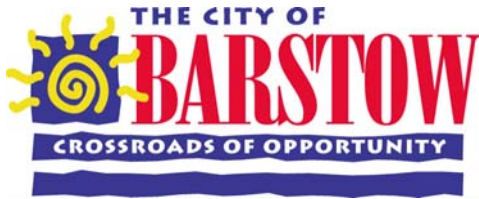
**Workers Compensation Requirements:** Proof of workers compensation insurance is required.

Please email your permit and accompanying documents to [barstow@iefilmpermits.com](mailto:barstow@iefilmpermits.com) no less than 5 business days prior to filming (7 business days if Police or Fire are required). Any filming on City roads can take up to 14-30 business days.

**Fees & Payment:** Payment is required in advance before the permit can be processed. The Film Permit fee is \$350 (non-refundable) for motion and \$200 for Stills (non-refundable). There is also an IEFS services fee of \$225 (non-refundable). Payment will be accepted via Square.com and must be received upon receipt. Convenience fees and other miscellaneous are applied to the total. All fees are non-refundable and subject to change without notice. Contact your IEFS representative for more details.

If filming on City owned property, please contact Inland Empire Film Services so they can determine the availability of that location. All permits are on hold until confirmation of property owner approval is confirmed and payment is received. If you have any other questions, please contact Inland Empire Film Services at (844) 443-3456 (or (909) 460-8100 if calling internationally) or via email at [barstow@iefilmpermits.com](mailto:barstow@iefilmpermits.com).





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

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

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

**Prod. Type:**  Still Photography  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); 2) property owner(s) contact information; 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

Section below to be completed by City Permit Staff ONLY.

<b>Police Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Fire Dept. Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>City Parks Approval Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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**

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

**Animal Stipulations Attached**

**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>Processing Fee:</b> \$ <u>250.00</u> <b>Road Permit Fee:</b> \$ _____ <b>Fire Permit Fee:</b> \$ _____ <b>Fire Bond:</b> \$ _____ <b>Police Fee:</b> \$ _____ <b>Police Bond:</b> \$ _____ <b>Other (explain):</b> \$ _____  <b>TOTAL:</b> \$ _____ <b>Other Provisions:</b> _____  	<b>Approved by:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____  <b>Attachments:</b> <input type="checkbox"/> Road Encroachment Permit <input type="checkbox"/> Fire Permit / Weapons Permit (circle one) <input type="checkbox"/> General Liability Insurance Documents <input type="checkbox"/> Aircraft Insurance Documents <input type="checkbox"/> FAA Approval <input type="checkbox"/> Animal Stipulations <input type="checkbox"/> Property Owner Permission Form(s) <input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s) <input type="checkbox"/> Other: _____ 
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**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:** \_\_\_\_\_

# City of Barstow

## Photography / Filming Permit Application Addendum

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### Addendum-1

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





BARSTOW ENGINEERING DEPARTMENT  
**ROAD ENCROACHMENT PERMIT APPLICATION**

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

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? (Click one)! YES! NO

WILL THERE BE ANY STUNTS/WEAPONS? 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: \_\_\_\_\_

**BARSTOW POLICE APPROVAL**

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

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

( ) \_\_\_\_\_  
PHONE NUMBER

**OFFICE IN CHARGE OF FILMING ACTIVITY**

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

( ) \_\_\_\_\_  
PHONE NUMBER

( ) \_\_\_\_\_  
CELL NUMBER