



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.....\$390 flat fee (non-refundable)  
Stills.....\$340 flat fee (non-refundable)  
Students .....\$FREE (with letter from school)

**IEFS Fees:** Motion & Stills....\$255 (non-refundable)

A convenience fee of 3.1% will be applied to all fees (non-refundable)

A variable fuel surcharges may apply (non-refundable)

All fees are subject to change without notice.

**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](mailto: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: _____
	Main Phone: _____
Project Title: _____	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
<b>Number of Vehicles</b>	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:

Name:

Title:

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

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 Planning Department**

8930 Limonite Avenue

Jurupa Valley, CA 92509

Phone: (951) 332-6464 Fax: (951) 332-6995

<http://www.jurupavalley.org>



**To be completed by City Staff**

Permit Number: \_\_\_\_\_

Planning Approval: \_\_\_\_\_

Processing fee	\$
Road permit fee	\$
Fire permit fee	\$
Fire Bond	\$
Police fee	\$
Police bond	\$
Other:	\$
<b>Total fee amount</b>	<b>\$</b>

Approved by: \_\_\_\_\_

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

**Attachments:**

- Road Encroachment Permit
- Fire Permit/Weapons Permit
- General Liability Insurance
- Aircraft Insurance

- FAA approval
- Animal Stipulations
- Property Owner Permission
- Neighborhood Notification
- Additional Conditions of Approval

**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.

The Permittee waives all claims against the 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 the City, its officers, agents, employees, and volunteers from any and all loss, damage or liability which may be suffered or incurred by the 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. The City shall have the privilege of inspecting the premises covered by the permit at any or all times. This permit shall not be assigned. The City may terminate this permit at any time if the Permittee fails to perform any covenant herein contained at the manner herein provided. The 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. The 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. The permit must be kept on site at all times. The City makes no representation or warranty as to condition of any property or facilities used by the Permittee and it is the responsibility of the Permittee to fully inspect all such properties 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 Signature \_\_\_\_\_

Date \_\_\_\_\_

Permittee Printed Name \_\_\_\_\_



# City of Jurupa Valley

## Photography and Motion Picture Permit Application

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### 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



### Animal Stipulations for Commercial Filming

Not Applicable

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.
2. Permittee is responsible for providing appropriate feed and water for the animals. Plant eating animals shall be fed non-germinating pellets or certified weed free hay for two days prior to filming AND during filming on-location within the City of Jurupa Valley. When not in use, animals will be corralled either by the use of a free standing fenced corral, being tied to a parked vehicle, or housed within a trailer in a parking area or road.
3. All animal "waste" shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc.)

Permittee acknowledges, by signing below, that the Permittee understands and accepts the terms and conditions under which this permit is issued.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Animal Wrangler Signature

\_\_\_\_\_  
Permittee Name (print)

\_\_\_\_\_  
Animal Wrangler Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (street)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date



## Credits Agreement

I/We \_\_\_\_\_ am/are duly authorized to represent \_\_\_\_\_  
and agree to provide the following to the City of Jurupa Valley/Riverside County Film Commission:

- One (1) copy of the finished product in one of the following formats:
  - DVD or Blue-Ray for motion (i.e. feature, TV, video commercial, etc.)
  - CD or flash drive and/or print copy for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
- Acknowledgement through the film credits for portions shot in the City of Jurupa Valley. This includes, but is not limited to:
  - Feature Films
  - TV
  - Documentaries
  - Videos (all types)
  - Short Films
  - Student Productions
- The Acknowledgement shall be given as follows:
  - City of Jurupa Valley
  - Riverside County Film Commission

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Production Company

\_\_\_\_\_  
Permittee Name (print)

\_\_\_\_\_  
Production Company Address (Street)

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell Phone Number





## Special Effects and Hazardous Conditions Worksheet

Not Applicable

Special Effects Coordinator \_\_\_\_\_

CA Pyro License No. \_\_\_\_\_

*Provide a legible copy (front and back) of CA Pyro License attached to this form*

SFX Company \_\_\_\_\_

SFX Company Telephone No. \_\_\_\_\_

SFX Company Address \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant CA Pyro License No. \_\_\_\_\_

*Provide a legible copy (front and back) of CA Pyro License attached to this form*

Assistant \_\_\_\_\_

Assistant CA Pyro License No. \_\_\_\_\_

*Provide a legible copy (front and back) of CA Pyro License attached to this form*

Permittee Company \_\_\_\_\_

Contact person \_\_\_\_\_

Main phone number \_\_\_\_\_

Weapons Master \_\_\_\_\_

Cell phone number \_\_\_\_\_

SFX materials - *List of weapons and activities (note quantities) permits required:*

Date and Time of Activity \_\_\_\_\_

SFX Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Weapons Master Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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



# 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).