



Dear Film Permit Applicant:

Welcome to the City of Menifee, we are excited to work together to make your filming process smooth in our city. The following information is about the City of **Menifee Film Permit Application** and process. Please complete and return the application with a legible map, clearly marking the specific locations(s) you wish to use. The completed application, application fee (must be received 3-5 days prior), filming insurance certificate(s), letter(s) of endorsement, and a map *must be* received by our office before the application can be processed. It is important to list all of the props to be used and detailed description of all activities. You *must* list all equipment, stunts, pyrotechnic, explosive devices, drones, helicopters, any aircraft, etc. planned to be utilized in your shoot. The application and accompanied documents must be signed by the applicant named on the application.

**Fire Requirements:**

Shoots involving pyrotechnics and/or stunts may require additional personnel or equipment pending further review. Please see the Menifee Film Permit for fees.

**Sheriff's Requirements (for special effects/explosive)**

Fee for Sheriff's review must be sent to the Sheriff's Department directly – not included in application fee.

**Menifee Police Requirements:**

Road closures, traffic pattern changes, and additional safety measures may require additional personnel or equipment pending further review. A fee will be assessed and is not included in the application fee.

**Insurance Requirements:**

Please see "Film Permit Insurance" sheet.

Please email a copy of the Certificate(s), along with the Letter(s) of Endorsement to [menifee@iefilmpermits.com](mailto:menifee@iefilmpermits.com) for review. If you have any questions please contact (909) 460-8100 x101.

**Basic Film Permit Processing Fee:**

Motion & Stills Permit Fee: **\$100** per application.

IEFS Service Fee: **\$230** per application.

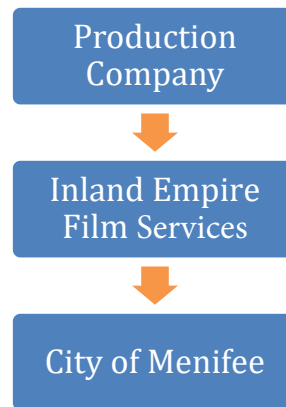
These fees are *non-refundable* and are charged to cover the processing of the permit. Checks and credit cards are accepted (credit cards will be subject to a 3.1% convenience fee). Consult with our permit technician for further details. Fees are subject to change without notice.

In order to process the application in a timely manner, the application, certificate(s) of insurance, a map of your filming location(s), and application fee must be received 4-6 days prior to filming.

Please contact our office once a location has been chosen in Menifee to determine the availability of the location. If you have any other questions, please contact the Film Office at (909) 460-8100 x101 or [menifee@iefilmpermits.com](mailto:menifee@iefilmpermits.com). Thank you and we look forward to working with you.

## Film Permit Insurance

**Purpose:** The City of Meniffee has partnered with Inland Empire Film Services as our Film Permit Liaison. Production Companies interested in filming in the City of Meniffee, may contact Inland Empire Film Services for filming needs. It is recommended that Production Companies contact Inland Empire Film Services prior to submitting a film permit application. For questions, please feel free to contact, Inland Empire Film Services at 909-460-8100. Additionally, below is an overview of the typical insurance requirements for the processing of a film permit. For insurance questions, please contact staff at [humanresources@cityofmeniffee.us](mailto:humanresources@cityofmeniffee.us)



**Note: Insurance requirements typically include the following limits below. However, depending on scope, higher insurance requirements may be requested (i.e. five million General Liability, Auto, etc.).**

- **General Liability:** One million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** One million (\$1,000,000) per accident for bodily injury and property damage. Auto Coverage covering Automobile Liability, code 1 (any auto). If the organization own no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- **Worker's Compensation:** As required by the State of California; Employer's Liability is required for one million (\$1,000,000) per accident for bodily injury or disease. If production company does not have employees, a letter (on company letterhead) stating that the production company has no employees is required.
- **A.M. Best Rating:** The insurance carrier must have a A.M. Best rating of A VII or above.
- **Additional Insured:** The City of Meniffee must be listed as the certificate holder and the following verbiage:
  - "The City of Meniffee and its elected officials, officers, employees, agents, representatives, consultants, contract employees, and volunteers hereby added as the additional insures but only as respects work done by, for, or on behalf of the named insures."

**If necessary:**

- **Helicopters:** Ten million (\$10,000,00) aircraft liability insurance is required.
- **Drones:** Two million (\$2,000,000) Unmanned Aircraft System/aircraft liability insurance required.
- **Pyrotechnics/Car chases:** Two million (\$2,000,000) liability insurance required.



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

# MENIFEE FILM OFFICE

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.*

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

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

Company: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Production Manager: \_\_\_\_\_

Co. Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Other Contact: \_\_\_\_\_

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

Production Dates: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 1. Productions Type:

Still Photography

Feature Film

TV Reality

Music Video

Commercial

TV Episodic

Documentary / Corporate Video

Other: \_\_\_\_\_

**2. Total Personnel:** \_\_\_\_\_ **Total Vehicles/Equipment:** \_\_\_\_\_

### 3. Equipment Detail (Supply exact number of each item to be used at filming location):

Generators: \_\_\_\_\_

Trucks: \_

Cars: \_\_\_\_\_

RVs: \_\_\_\_

Other \_\_\_\_\_

### 4. Insurance: *Before a film permit is issued, a certificate of insurance must be submitted.*

- See "Film Permit Insurance" attachment for requirements.

Check one:

Insurance Certificate Attached

Insurance Certificate on File

Insurance will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

Insurance Certificate Not Available

Insurance Company: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Menifee City Hall  
29844 Haun Road  
Menifee, California 92586  
(951) 672-6777

Planning\_submittals@cityofmenifee.us

### **PRIMARY CONTACT**

Menifee Film Office  
(Inland Empire Film Services)  
(909) 460-8100 X 101  
menifee@iefilmpermits.com

**APPLICATION FOR A PHOTOGRAPHY/FILMING PERMIT**

**5. Location Shoot Specifics:** Please give specifics about your shoot below, attach sheets if more space is needed. You must include the names(s) of property owners(s), address(es), nearest cross streets and telephone number(s) of the filming locations(s). Also describe all scene(s) to be filmed (including animals, pyrotechnics and stunts.)

*P=Prep; F=Film; S=Strike*

Date	Time	Location and Activity	P/F/S

**6. Traffic:** If filming is planned on a City street, please attach an encroachment permit application as well as a traffic and/or site plan. (Please include trash, restrooms, etc. on encroachment permit)

**7. Stunts/Special Effects:** If your project involves stunts or special effects, please attach the Special Effects and Hazardous conditions worksheet as well as a brief description below.

---



---



---

**Pyrotechnics Specifics:** \_\_\_\_\_

**Pyrotechnician:** \_\_\_\_\_ **License #** \_\_\_\_\_

**Animals to be used:** \_\_\_\_\_

**8. Aerial Stunts/Elements:** Please detail any aerial stunts, helicopter landings, drones, hot-air balloons, etc. to be utilized in your shoot:

---

**APPLICATION FOR A PHOTOGRAPHY/FILMING PERMIT**

**TO BE FILLED OUT BY COMMUNITY DEVELOPMENT DEPARTMENT STAFF ONLY:**

**Permit # Granted:** \_\_\_\_\_ **Agency Issuing Permit:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Application Fee: \$ 100 Flat Fee Other:** \_\_\_\_\_ **\$** \_\_\_\_\_

**City Location Fee:**  **\$427 Encroachment/ROW**

**Fire Department Fee:**  **\$442 Inspection Fee**  **\$221 Hourly Rate X** \_\_\_\_\_ **Hours = \$** \_\_\_\_\_

**TOTAL DUE: \$** \_\_\_\_\_

**Conditions of Approval**

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

**Special Approvals/Permits Required**

No Special Approvals/Permits Required

- |   |  |
|---|--|
| <input type="checkbox"/> Police Department Approval | <input type="checkbox"/> Homeowner Association Approval    |
| <input type="checkbox"/> Fire Department Approval   | <input type="checkbox"/> Property Owner Approval           |
| <input type="checkbox"/> Road Encroachment Permit   | <input type="checkbox"/> Sheriff Approval (for explosives) |

**This permit will be effect** \_\_\_\_\_ **through** \_\_\_\_\_.

**City Staff Name** \_\_\_\_\_ **Title** \_\_\_\_\_

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

---

---

**APPLICATION FOR A PHOTOGRAPHY/FILMING PERMIT**

**GENERAL CONDITIONS:**

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

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 City, its officers, agents and employees from any and all loss, damage or liability which may be suffered or incurred by the City, its officers, agents and employees 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 premise 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 time and in 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 and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents 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 Exhibits(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.

**Applicant's Name:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

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

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



# Property Approval Form for Photography and Motion Picture Productions

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



**CITY OF MENIFEE  
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

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. Herbivore 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 County of Riverside. Animals will be either tied to a parked vehicle; contained in a free standing fenced corral; and/or housed within a trailer in a parking area or road, when not in use.
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 he/she knows, understands and accepts the terms and conditions under which this permit is issued.

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone number





## Special Effects and Hazardous Conditions Worksheet

Permit # \_\_\_\_\_ Date \_\_\_\_\_

Special Effects Coordinator \_\_\_\_\_ License # \_\_\_\_\_

Film Production Company \_\_\_\_\_ SFX Coord. Telephone # \_\_\_\_\_

Film Production Co. Address \_\_\_\_\_

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

Assistants \_\_\_\_\_ License # \_\_\_\_\_

Assistants \_\_\_\_\_ License # \_\_\_\_\_

Activity/Special FX Materials *(Please list quantities of what will be utilized and how it will be stored/transported including Material Safety Data Sheet w/materials stored on site):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Production Co. Signature \_\_\_\_\_ Date \_\_\_\_\_

Please **email** this form to [menifee@iefilmpermits.com](mailto:menifee@iefilmpermits.com). You must also **email** a copy of the front and back of the State Pyrotechnics license of all of the Pyrotechnicians who will be on location, in addition to the Special Effects Coordinator's license.

***\*Fee for Sheriff's review must be sent to the Sheriff's Department directly – not included in application fee.***

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

FOR CITY USE ONLY

Fire Approval (initial) \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Menifee Film Office  
(Inland Empire Film Services)  
29844 Haun Rd, Menifee, CA 92586  
(951) 460-8100 X 101  
[menifee@iefilmpermits.com](mailto:menifee@iefilmpermits.com)



**CITY OF MENIFEE  
ENGINEERING DEPARTMENT**  
29714 Haun Road, Menifee, CA 92586  
Phone (951) 672-6777 / Fax (951) 679-3843



**Encroachment Permit**

Permit Number: **EP** \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Issued to: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Work to be Undertaken: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_ Underground Service Alert USA # \_\_\_\_\_

Contractor's License Received: \_\_\_\_\_

Business License No.: \_\_\_\_\_ Fee: \_\_\_\_\_

Additional information/submittals needed from applicant: \_\_\_\_\_

**In granting of this application, the permittee hereby agrees to:**

1. Hours of work \_\_\_\_\_ (8:30 a.m. to 3:30 p.m. unless otherwise specified)
2. **NOTIFY THE COUNTY OF RIVERSIDE TRAFFIC SIGNAL SUPERVISOR DELANEY DAVEZAN AT 951-232-7293 OR AFTER HOURS 951-830-9196 48 HOURS PRIOR TO ANY WORK WITHIN 1,000 FEET OF A TRAFFIC SIGNAL.**
3. The Public Right-of-Way Permit shall be presented upon demand to any City employee or agent at the site of work being performed. Failure to produce the permit shall be grounds for immediate suspension of work and immediate remedial measures, as may be determined necessary by the City.
4. The Director of Public Works/City Engineer may impose, without prior notification, special conditions limiting the hours of operation or other conditions as deemed necessary to ensure the public health, safety or convenience. Violation of these or any other conditions may result in the immediate revocation of the permit and forfeiture of the cash deposit.
5. Indemnify, defend and save the City, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
6. Notify the City Public Works Inspector ( \_\_\_\_\_ ) at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the City Public Works Inspector of such completion.
7. Comply with County Ordinance No. 499, any amendments thereto, the terms and conditions of the permit, and all applicable rules and regulations of the City of Menifee and other public agencies having jurisdiction.
8. The permittee shall accept full responsibility for complying with Federal, State and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.
9. Remove all markouts from the public right-of-way.

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Extension to: _____	Approved By: _____	Date: _____
Final Inspection Approval By: _____		Date: _____