



**County of San Bernardino Film Permit Information**

Dear Permit Applicant:

The following is information about the **County of San Bernardino Filming Permit Application**. Please complete, sign and return the two-page application below with the Waiver of Subrogation Rights Form, Credits Agreement, Property Approval Form, an Insurance Certificate and a Letter of Endorsement. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, vehicles (crew and production), stunts, pyrotechnics, explosive devices, aircraft and drones used in your shoot. **Whoever signs the application (i.e. Location Manager, Production Manager, Producer, etc) MUST be listed on the application with contact information.**

**Film Permit Fee:**

Motion & Stills.....\$263.81 per application  
Students & non-profits.....FREE

**IEFS Service Fee:**

Motion & Stills..... \$255 per application  
Riders.....\$115 per rider  
Students.....\$110 per application  
Student Riders.....\$ 57 per rider  
Other Misc.....\$ varies

**Fire Permit Fee (if applicable):**

Motion & Stills ..... \$494.89 per application  
Bond: ..... Case by Case basis

**Road Encroachment Permit Fees (if applicable):**

Road Permit (ITCs) ..... \$ 52.55 per day  
.....\$232.73 per application  
*Please allow 5 business days for processing*

Road Closure Permit.....\$ 55.68 per day  
..... \$749.60 per application  
*Please allow 30-45 business days for processing*

**Rider Fees (if applicable):**

Minor Rider.....\$ 70.95 per rider  
Major Rider .....\$ 96.12 per rider

*3.1% convenience fee will be assessed on total amount  
A variable Fuel Surcharge will be assessed on total amount  
Fee are subject to change without notice*

**ACKNOWLEDGEMENT THROUGH THE FILM CREDITS SHALL BE GIVEN TO:**

**"INLAND EMPIRE FILM SERVICES"**

for portions of any film or video shot in the  
County of San Bernardino.

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**COUNTY OF SAN BERNARDINO INSURANCE REQUIREMENTS**

You must provide proof of liability insurance and a Letter of Endorsement (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) naming the County of San Bernardino as additionally insured for the amount of \$1 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

**Proof of Workers' Compensation Insurance at state statutory limits is required**

**Proof of Automobile Insurance in the amount of \$1 million is also required.**

*A waiver is available for the Workers' Comp and Auto Insurance. Contact your permit technician for details.*

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**AIRCRAFT INSURANCE**

An Aircraft Liability Insurance Certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$10 million in the event of the use of airplanes, helicopters, or any other aircraft.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

A FAA stamped "Plan of Activities" (POA) is also required.

## DRONES

When using a drone during your filming in San Bernardino County, an UAS/Aircraft Liability insurance certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$2 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

*(Also see UAS/Drones Information and Application attached)*

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**NO HAND-WRITTEN CERTIFICATES OR ENDORSEMENTS WILL BE ACCEPTED.**



# County of San Bernardino FILMING PERMIT APPLICATION

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

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

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

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

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

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

Co. FAX: \_\_\_\_\_ / \_\_\_\_\_ Other Contact: \_\_\_\_\_

Production Dates ( To be covered by this permit. ): \_\_\_\_\_

1. Production Type:  TV Episodic  TV Reality  Feature Film  Music Video  Commercial  Stills  Other: \_\_\_\_\_

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

3. Equipment Detail ( Supply exact number of each item to be used at filming location(s). ): Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Other: \_\_\_\_\_

4. Insurance: Before a film permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Best's Key Rating Guide. Requirements are:  
• Proof of Workman's Compensation. • Minimum \$1,000,000 General Liability Limit.  
• \$10,000,000 Aircraft Liability When Applicable. • County of San Bernardino Named as Additional Insured.  
• County of San Bernardino Employees Named as Additional Insured.

Insurance Certificate Attached.  Insurance Certificate will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.  
 Insurance Certificate On File.  Insurance Certificate Not Available.

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Date	Time	Location and Activity	P/F/S*

\* Prep/Film/Strike

Section below to be completed by County Permit Staff for Still Photography Permits only.

6. Property Owner Permission Required:  Yes  No 8. Police Required:  Yes  No  
7. Road Encroachment Permit Required:  Yes  No 9. Fire Required:  Yes  No

10. **Traffic:** If filming is planned on County street(s) and/or County property, please submit a site plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene.

Site Plan Attached.  Site plan will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.  Site Plan Not Available.

Describe your plan for controlling traffic, (i.e. personnel and devices to direct traffic): \_\_\_\_\_

If filming is to take place on County streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production: \_\_\_\_\_

11. **Stunts/Special Effects:** If your project will involve stunts or special effects, please provide detailed information about the specifics planned: \_\_\_\_\_

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

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

**Hazardous Materials to be used:** \_\_\_\_\_

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

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

Section below to be completed by issuing agency.

<b>Permit # Granted:</b> _____	<b>Agency Issuing Permit:</b> San Bernardino County Film Commission
<b>Approved by:</b> _____	<b>Title:</b> _____
<b>Application Fee: \$</b> _____	<b>Location Fee ( _____ days x \$ _____ /day): \$</b> _____
<b>TOTAL DUE: \$</b> _____	
<b>Conditions of Approval:</b> _____	
<b>Special Approvals/Permits Required:</b>	
<input type="checkbox"/> No Special Approvals/Permits Required	<input type="checkbox"/> Road Encroachment Permit
<input type="checkbox"/> CHP Approval	<input type="checkbox"/> Fire Department Approval
<input type="checkbox"/> FAA Approval	<input type="checkbox"/> Property Owner
<input type="checkbox"/> Sheriff Department Approval	<input type="checkbox"/> Homeowner Association
<b>Attachments:</b> _____	
<b>Other provisions:</b> _____	
<b>This permit will be effective</b> _____	<b>through</b> _____
(Date & Time)	(Date & Time)

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

**Applicant's Name:** \_\_\_\_\_ **Representative of:** \_\_\_\_\_  
(Company Name)

This permit application and/or permit may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same permit application and/or permit. The parties shall be entitled to sign and transmit an electronic signature of this permit application and/or permit (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed permit application and/or permit upon request.

Permittee waives all claims against County of San Bernardino, its officers, agents and employees, 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 County of San Bernardino, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by County of San Bernardino, 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 County of San Bernardino. • County of San Bernardino shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • County of San Bernardino 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. County of San Bernardino 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 County of San Bernardino • 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. • County of San Bernardino 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.



## Film Office

### Waiver of Subrogation Rights

Permittee waives all claims against the County, its officers, agents and employees, for loss or damages caused by, arising out of, or in any way connected with the exercise of right of entry and use under this permit except for the sole negligence of the County, its officers, agents or employees.

Permittee agrees to indemnify, defend with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of PERMIT No. \_\_\_\_\_ (if there is no permit number, attach a signed description of the permitted activity) from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Permittee's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "Sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

Permittee shall be solely responsible and liable for any damage to natural resources, equipment, structures, personal property, or persons caused by, arising out of, or in any way connected with the exercise of the rights granted to

Permittee. \_\_\_\_\_

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

Permittee Name (printed) \_\_\_\_\_

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

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

Permittee Cell Phone \_\_\_\_\_



# Property Approval Form

## For Photography and Motion Pictures Productions

If you are shooting on private property, please complete "A" or "B."

**A. Property Owner**

I, \_\_\_\_\_, hereby certify under penalty of perjury that I am the legal owner of the property located at \_\_\_\_\_, and I consent to the photographic recordings occurring on said property on \_\_\_\_\_, 20\_\_.

_____		_____
Signature		Date
_____		
Mailing Address		
_____		
City	State	Zip
_____		
Phone Number		

**A. 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 \_\_\_\_\_, 20\_\_.

_____		_____
Signature		Date
_____		
Mailing Address		
_____		
City	State	Zip
_____		
Phone Number		



COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC WORKS  
PERMITS/OPERATIONS SUPPORT DIVISION - TRANSPORTATION

825 E. THIRD STREET ROOM 108  
SAN BERNARDINO, CA. 92415-0835  
(909)387-1863

**APPLICATION FOR FILMING PERMIT  
7 DAYS MINIMUM NOTICE**

**\*\*ALL INFORMATION BELOW MUST BE PRINTED & COMPLETED OR PERMIT ISSUANCE WILL BE WITHHELD\*\***

PERMITTEE \_\_\_\_\_

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

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

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

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

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

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

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

( )  
TELEPHONE NUMBER \_\_\_\_\_

I hereby agree, as a condition of the granting of this permit to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the granting of this permit from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Permittee's indemnification obligation applies to the indemnitees' "active" as well as "passive" negligence but does not apply to the indemnitee's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

PLEASE INDICATE WHICH COUNTY ROAD(S) YOU WILL UTILIZE DURING THE EVENT:

**(INCLUDE A MAP SHOWING YOUR LOCATION)** \_\_\_\_\_

Prior to issuance of permit, a Certificate of Insurance must be filed with the County of SB Department of Public Works, Permits/Operations Support Division, showing coverage of at least \$1,000,000 General Liability Insurance. The Certificate of Insurance must list the **COUNTY OF SAN BERNARDINO AS ADDITIONALLY NAMED INSURED.**

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

**WILL EVENT REQUIRE ANY OF THE FOLLOWING:**

\_\_\_\_\_ Pyrotechnics, explosives, etc. \_\_\_\_\_

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

\_\_\_\_\_ Traffic Control Devices needed per CHP recommendation: \_\_\_\_\_

**CALIFORNIA HIGHWAY PATROL**

OFFICE IN CHARGE OF FILMING ACTIVITY

\_\_\_\_\_ TRAFFIC CONTROL REQUIRED

AUTHORIZED SIGNATURE

\_\_\_\_\_ TRAFFIC CONTROL NOT REQUIRED

( )

DATE

(AREA CODE) PHONE NUMBER

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Film Office

## 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 note quantities to be used for each material listed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Please **email** this form to [SBCounty@iefilmpermits.com](mailto:SBCounty@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.

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

### FOR COUNTY USE ONLY

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

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



Film Office

**COUNTY OF SAN BERNARDINO  
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. 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 San Bernardino. 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

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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

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



Film Office

# CREDITS AGREEMENT

I \_\_\_\_\_ am duly authorized to represent \_\_\_\_\_  
(First and Last Name – Please Print) (Production Company Name – Please Print)

and agree to provide the following to the San Bernardino County Film Office:

- One (1) copy of the finished product in one of the following formats:
  - DVD for motion (i.e. feature, TV, video, commercial, etc.)
  - CD 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 County of San Bernardino. This includes, but is not limited to:
  - Feature Films
  - TV
  - Documentaries
  - Videos (all types)
  - Short Films
  - Student Productions
- The Acknowledgments shall be given as follows:
  - San Bernardino County Film Office

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

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

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



Film Office



## Commercial Filming Stipulations / San Bernardino County Regional Parks

1. The permittee shall designate a representative for field operations before activities may commence, who shall be the sole field representative of the permittee's employees or contractors in dealing with the authorized County employee and/or representative. Said representative shall be employed on behalf of the permittee's employees or contractors to communicate with the authorized officer, and to receive and comply with all communications and decisions of the authorized officer.
2. A copy of the permit and the stipulations shall be kept available on location at all times, for review for County personnel upon request. All persons (e.g., permittees, contractors, sub-contractors) working at the site will be familiar with the permit stipulations. Non-compliance with permit stipulations may result in cancellation of the permit, or other adverse actions against the permittee.
3. The permittee shall confine all activities within the designated County Park specifically defined by the attached map at the specified times and dates. If the County Park location or other limitations on this filming authorization are deemed not appropriate by the permittee, no action shall be undertaken by the permittee at other times or on other public lands suitable to him/her until said changes are approved by the County Park's Manager. Anytime filming activities move off County Park's land, the San Bernardino County Film Office must be notified.
4. **THIS PERMIT AUTHORIZES THE USE OF COUNTY PARK LAND ONLY. PERMISSION FOR THE USE OR OCCUPANCY OF PRIVATELY OWNED LANDS OR PROPERTY MUST BE OBTAINED FROM THE OWNER(S) AND ALSO REQUIRES A COUNTY FILM PERMIT. CONTACT THE SAN BERNARDINO COUNTY FILM OFFICE FOR MORE INFORMATION.**
5. No activity is allowed on County Park if the park is deemed not suitable for activity. Any activity which would negatively impact the property is prohibited, including the use of props, vehicles, equipment, etc. which would break up or other wise alter the land's surface.
6. Any soil disturbance such as ditching, ponding, leveling, mounding, etc. is not permitted on the County Park land unless previously permitted. A refundable bond may be required should this activity be approved. Any authorized disturbance must be returned to original condition within 3 days of completion of filming.
7. The area shall be kept clear of trash and debris. Trash containers must be animal/bird proof (with lids secured at all times) and all trash and debris generated by the filming operation shall be removed immediately after completing filming operations. All liquid discharges, including waste and other discharges from camping vehicles or other equipment, paint, water, etc. is prohibited. Non-permanent and non-toxic powders, such as non-permanent powder dyes, are permitted.
8. The San Bernardino County Film Office must be notified of any commercial filming involving exotic plants and animals. The permitted filmmakers are responsible for controlling and cleaning up after these species, including feces, to avoid the dissemination of seeds or diseases in the desert. A County Animal Stipulations form must be submitted to the San Bernardino County Film Office for approval of use of animals on County land.
9. The San Bernardino County Film Office must be notified of any commercial filming involving aircraft or pyrotechnic or explosive devices and it must be specifically approved by the County of San Bernardino Sheriffs Department and the County of San Bernardino Fire Department in advance (this is part of the permit process.) The Permittee must include all additional appropriate information when applying for the County of San Bernardino permit such as for special effects, pyrotechnics, and aircraft.

10. Filming operations shall be conducted in such a manner as to avoid creating safety hazards to other County visitors and users and to the filming crews. The permittee shall use whatever signs, flagging, help of individuals, or other appropriate safety devices for the safe conduct of the filming operation and the protection of other users and visitors before, during, and after filming activities. Props, equipment and vehicles that are left at ongoing filming sites overnight must be accompanied by a guard.
11. Application and rental fees will not be refunded once a filming permit has been processed. Please contact the San Bernardino County Film Office at (909) 300-5648, to reschedule.
12. For movie projects, acknowledgement through the film credits shall be given to the County of San Bernardino Regional Parks and San Bernardino County Film Office for the portions of the movie filmed on lands administered by the County of San Bernardino Regional Parks Department.

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

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Permittee Signature

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Permittee Name (please print)

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Title

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Date

Drafted June, 2005  
Revised May 2016



# Request to Use Unmanned Aircraft Systems for Filming

**PERMIT APPLICATION #:** \_\_\_\_\_

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

Type of Production \_\_\_\_\_ Production Title \_\_\_\_\_

Proposed Film Date(s) \_\_\_\_\_ Production Contact \_\_\_\_\_

Contact's Cell# \_\_\_\_\_ Email Address \_\_\_\_\_

Location Address \_\_\_\_\_ Hours of UAS Activity \_\_\_\_\_

Location Address #2 \_\_\_\_\_ Hours of UAS Activity \_\_\_\_\_

**UAS Company** \_\_\_\_\_ Primary Contact \_\_\_\_\_

Address \_\_\_\_\_ Cell# \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

## UAS / AIRSPACE INFORMATION

Make/Model of Aircraft \_\_\_\_\_ Registration# \_\_\_\_\_

Make/Model of Aircraft \_\_\_\_\_ Registration# \_\_\_\_\_

Total Payload Weight (incl. UAS/camera/additional equipment) \_\_\_\_\_

Class of Airspace UAS Activity Will Occur in:  **B**  **C**  **D**  **E**  **G**

Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation?  Yes  No

**REMINDER: if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.**

## UAS OPERATING AUTHORITY: 333-Exemption 14 CFR Part 107

### 333 Exemption Requirements

Name of Pilot in Command \_\_\_\_\_ Pilot's Phone# \_\_\_\_\_

Exemption# \_\_\_\_\_

Visual Observer \_\_\_\_\_ VO's Phone# \_\_\_\_\_

**Please provide the following:**

- Copy of COA or Blanket COA
- Copy of Notice to Airman (NOTAM)
- Copy of Pilot's License
- Copy of POA with proof of submission to Local FSDO
- Certificate of Insurance & Endorsement
- Copy of 333-Exemption

### Part 107 Requirements

Name of Remote Pilot in Command \_\_\_\_\_

Remote Pilot's Phone# \_\_\_\_\_ Remote Pilot's Certificate# \_\_\_\_\_

If Remote Pilot will not be operating UAS, name of person operating UAS under the direct supervision of Remote Pilot \_\_\_\_\_

**Please provide the following:**

- Copy of Remote Pilot Certificate
- Copy of Part 47 or Part 48 Registration Certificate for each UAS listed above
- Description of planned flight operations, including diagrams, charts and maps as applicable
- Certificate of Insurance & Endorsement

**WAIVERS: If you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.**

- Flight over non-participants (§107.39)
- Operating from a moving vehicle (§107.25)
- Operating multiple small UAS' (§107.35)
- Night flight (§107.29)
- Flight altitude restrictions (§107.51)

***Remote Pilot in Command is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all Part 107 standards and requirements.***

\_\_\_\_\_  
*Signature of Remote Pilot in Command or Authorized Company Representative*

Print Name \_\_\_\_\_ Title \_\_\_\_\_

### **Best Practices for UAS Operations Over State Property**

Although not specified in Part 107 Rules, the County suggests the following for optimum safety:

- Use of a visual observer.
- UAS operator should scout location site(s) of proposed drone activity in advance of filming.
- Operator should be at least 21 years of age.
- Operator should possess a Motion Picture & Television Operations Manual.
- Operator should have previous film set experience.

#### **\*\*IMPORTANT\*\***

Please allow up to five (5) business days for the County to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS in the County will be granted. County representatives review applications on a case-by-case basis and consent or deny requests based on location conditions and professional judgement.

*Please scan and submit this completed form, along with all accompanying documentation to Dan Taylor: [sbcountyfilm@outlook.com](mailto:sbcountyfilm@outlook.com).*

#### **COUNTY USE ONLY**

##### **333 EXEMPTED**

- Insurance
- COA
- POA
- Pilot's License
- Visual Observer
- NOTAM
- 333

##### **PART 107**

- Insurance
- Remote Pilot Certificate
- Registration for each UAS
- Description of Flight Operations
- Waiver(s)
- ATC Approval
- Maps



## Requirements for the Use of Unmanned Aircraft Systems (UAS) When Filming in Unincorporated San Bernardino County

*Rev. March 20, 2017*

On August 29th, the FAA's permanent regulations for the commercial operation of small Unmanned Aircraft Systems (UAS) in the National Airspace went into effect. These new regulations provide guidance for conducting UAS operations in accordance with Title 14 of the Code of Federal Regulations (14 CFR) **Part 107**.

Among other requirements, UAS operators flying drones under Part 107 must possess a Remote Pilot Airman Certificate. In addition, **Part 107 requires a waiver to fly over people (including cast and crew)**, and the process to obtain a waiver could be lengthy. Applications from Part 107 operators who do not possess this waiver will be denied, unless they don't plan to fly over people.

The County has an application for those who wish to fly UAS within Unincorporated County. The completed form and all accompanying documentation must be submitted with the production's permit application.

Please note that drone operators who have been working under FAA 333 exemptions may continue to do so, as a 333 exemption remains valid until it expires. Be aware however, that an exempted operator may not "mix and match" the conditions and limitations in a Section 333 exemption with the operating rules of Part 107.

The County will continue to accept applications and all associated documentation from productions using 333 exempted operators. Applications from those operating under Part 107 will be evaluated and approved on a case-by-case basis and may take longer to process.

Please allow **up to** five (5) business days for the County to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Part 107 Remote Pilot does not automatically guarantee permission to fly a small UAS within Unincorporated County. The County will review applications on a case-by-case basis and consent to or deny requests based on the County's specific criteria. Applicants should consider checking with the County Film Office *before* submitting permit applications to the County.

In order to obtain a Part 107 Remote Pilot Airman Certificate, those (who do not already hold a Part 61 pilot certificate) must pass an initial aeronautical test at an FAA-approved knowledge testing center and be vetted by the TSA. Those with a Part 61 pilot certificate must have successfully completed a flight review within the previous 24 months and complete a Part 107 online training course.



Those applying under Part 107 are required to submit:

- A copy of their Remote Pilot Airman Certificate
- A copy of the Part 47 or part 48 registration certificate for each UAS being used
- A detailed description of proposed flight activities (including aeronautical maps)
- Copies of all necessary waivers and approvals
- Proof of insurance coverage (as detailed below)

The following are links to the new regulations, a summary of Part 107 rules, information on obtaining a Remote Pilot Airman Certificate and how to apply for a waiver:

- [Complete Text of Part 107 Rule](#)
- [Summary of Part 107 Rule](#)
- [Becoming Remote Pilot Airman Certificate](#)
- [Applying for a Waiver](#)

**PLEASE NOTE** that while the FAA controls U.S. airspace, individual jurisdictions (states, counties, cities) may regulate take-offs and landings within their jurisdictions. Additionally, the FAA does not regulate the use of UAS indoors (on a stage, in a building or other enclosed areas). Indoor drone activity will require other applicable approvals.

If you have any questions about the use of drones when filming in Unincorporated San Bernardino County, contact Dan Taylor - 909-300-5648 - sbcountyfilm@outlook.com

**INSURANCE REQUIREMENTS** (*mandatory for both 333 and Part 107 operators*):

As the County Film Permit instructions state, a production entity that wishes to film in Unincorporated County must provide a certificate of insurance evidencing coverage of General Liability, an endorsement page, Automobile Liability and proof of Workers Compensation Coverage.

If the production's proposed activities include the use of a drone, **additional aerial coverage must be provided by the UAS operator**. The additional requirements are to provide:

1. Proof of Unmanned Aircraft Systems (UAS) coverage (listing the specific aircraft to be used) with a **limit of at least \$2,000,000**. This can be submitted as follows:
  - a. A Certificate of Insurance from an *aviation-specific* insurance carrier (such as Global Aerospace) showing the minimum coverage required.
  - b. A separate endorsement naming the County, its officers, agents and employees as Additional Insured (see film permit instructions for specific wording).
2. Please note that all **separate endorsements** must be submitted as **separate attachments** (not included in the body of the certificate of insurance).

### 333 ADDITIONAL GUIDELINES

In order for a production using a 333 exemption to be considered for a permit involving a UAS, the following documentation is required:

1. Proof that the production is using a UAS operator who has received an FAA 333 exemption. The exemption must be for motion picture, television and new media filming and/or aerial cinematography – as long as it's for commercial filming and not aerial surveillance of pipelines, crops, real estate, etc.

2. A copy of the operator's *Certificate of Authorization* (COA).

NOTE: UAS operators had originally been required to apply for and receive a COA for each particular block of airspace (location), but the FAA has recently streamlined their process, and now exempted operators are being granted **blanket COAs** for flights at or below 200 feet, as long as they're not flying in the vicinity of airports or in other restricted airspace.

3. A copy of the operator's written Plan of Activities (POA) as submitted to the FAA.

### IMPORTANT NOTES

- UAS operators must have all pertinent documentation **on set with them at all times**. This includes their Certificate of Authorization (COA), Plan of Activities (POA), pilot certificate and third-class medical certificate.
- The use of a UAS is permitted only when all qualifications have been met, all necessary approvals have been obtained, and use of a UAS is noted on the production's permit. If a production is found to be operating a UAS without the proper permit, a representative of the Film Office, the assigned Fire Safety Officer or law enforcement official, or any other County official may immediately suspend the UAS activities and/or the production may be subject to a fine.
- The use of a UAS as a **PROP** (that is being flown) is subject to the same regulations as those used for filming.
- The FAA does not regulate the use of UAS indoors (their jurisdiction covers U.S. airspace, not under the roofs of private structures). Be advised that approval for the use of UAS in a stage or building may fall under the authority of other jurisdictions. Also note that when interior filming is involved, the CFC recommends that UAS be flown by FAA-exempted operators.
- On October 9, 2015, Contract Services Administration Trust Fund issued Safety Bulletin #36, "Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems" and its Addendum A, "Unmanned Aircraft Systems Exemption Summary." It's posted on the [csatf.org](http://www.csatf.org) website, but you can access both by going to these URLs: <http://www.csatf.org/pdf/36UAS.pdf> and [http://www.csatf.org/pdf/36ADDENDUM\\_A.pdf](http://www.csatf.org/pdf/36ADDENDUM_A.pdf). A copy of the safety bulletin should be attached to your call sheet on days when a UAS is being used.

**The following are 15 of the most pertinent TERMS & CONDITIONS (to those on-set) required of (FAA-exempted) UAS operators.**

1. The UAS must weigh LESS than 55 pounds, including energy source(s) and equipment.
2. The UAS may NOT be flown at a speed exceeding a ground speed of 50 knots.
3. Flights MUST be operated at an altitude of no more than 400 feet above ground level (AGL).
4. The UAS MUST be operated within visual line of sight (VLOS) of the pilot in command at all times.
5. All operations MUST utilize a visual observer (VO).
6. The pilot MUST possess at least a private pilot certificate and at least a current third-class medical certificate.
7. The UAS may NOT be operated directly over any person, except authorized and consenting production personnel, below an altitude that is hazardous to persons or property on the surface in the event of a UAS failure or emergency.
8. Regarding the distance from participating persons, the operator's manual has safety mitigations for authorized and consenting production personnel. At all times, those persons must be essential to the closed-set film operations. Because these procedures are specific to participating persons, no further Flight Standards District Office or Aviation Safety Inspector approval is necessary for reductions to the distances specified in the petitioner's manuals.
9. Regarding distance from non-participating persons, the operator must ensure that no persons are allowed within 500 feet of the area except those consenting to be involved and necessary for the filming production. This provision may be reduced to no less than 200 feet if it would not adversely affect safety and the FAA Administrator has approved it. For example, an equivalent level of safety may be determined by an aviation safety inspector's evaluation of the filming production area to note terrain features, obstructions, buildings, safety barriers, etc. Such barriers may protect non-participating persons (observers, the public, news media, etc.) from debris in the event of an accident.
10. The operator must obtain an Air Traffic Organization issued Certificate of Waiver or Authorization prior to conducting any operations under this grant of exemption. This Certificate of Authorization will also require the operator to request a *Notice to Airman* not more than 72 hours in advance, but not less than 48 hours prior to the operation.
11. At least three days before scheduled filming, the operator of the UAS affected by this exemption must submit a written *Plan of Activities* to the local Flight Standards District Office with jurisdiction over the area of proposed filming. The 3-day notification may be waived with the concurrence of the Flight Standards District Office. The plan of activities must include at least the following:
  - Dates and times for all flights
  - Name and phone number of the operator for the UAS filming production conducted under this grant of exemption

- Name and phone number of the person responsible for the on-scene operation of the UAS
  - Make, model and serial or N-number of UAS to be used
  - Name and certificate number of UAS pilots involved in the filming production event
  - A statement that the operator has obtained permission from property owners and/or local officials to conduct the filming production event; the list of those who gave permission must be made available to the inspector upon request.
  - Signature of exemption-holder or representative
  - A description of the flight activity, including maps or diagrams of any area, city, town, county and/or state over which filming will be conducted and the altitudes essential to accomplish the operation.
12. UAS operations may not be conducted at night (without a waiver).
13. The UAS cannot be operated by the pilot from any moving device or vehicle.
14. The UAS may not operate in Class B, C, D or parts of E airspace without written approval from the FAA. The UAS may not operate within 5 nautical miles of the geographic center of a non-towered airport as denoted on a current FAA-published aeronautical chart unless a letter of agreement with that airport's management is obtained, and the operation is conducted in accordance with a *Notice to Airman* as required by the operator's Certificate of Authorization. The letter of agreement with the airport management must be made available to the Administrator upon request.
15. The documents required under 14 CFR § 91.9 and § 91.203 must be available to the pilot at the ground control station of the UAS any time the aircraft is operating. These documents must be made available to the Administrator or any law enforcement official upon request.

For more information on the use of UAS, go to: <http://www.faa.gov/uas/>.