



Dear Permit Applicant:

The following is information about the **City of Big Bear Lake Filming Permit Application**. Please complete and return the application with a legible map clearly marking the specific location you wish to use. The completed application, application fee, Insurance Certificate(s), Letter(s) of Endorsement, and map must be received in our office 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, drones, helicopters, any aircraft, etc. used in your shoot. The paperwork must be signed by the applicant named on the application.

Fire Requirements

A fire inspection is required for all shoots with a generator. Any shoot with 25 people or larger may require a City of Big Bear Lake stand-by firefighter. Shoots involving pyrotechnics and/or stunts may require additional personnel or equipment pending review. Fees are determined on a case-by-case basis, but the average cost for a fire inspection is around \$75 and a stand-by firefighter is around \$150 for the first four hours (minimum requirement).

Insurance Requirements

General Liability: The Production Company shall maintain at all times during the term of the Film Permit one million dollars (\$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, the City Council, and each member of the City Council and City's other officers, employees and agents as Additional Insureds under such policies.

Auto Liability: When deemed necessary by the City, the Production Company shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Production Company policies are PRIMARY insurance and that insurance of the 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 and a Letter of Endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Big Bear Lake, its officers, agents, employees and volunteers as additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim:

City of Big Bear Lake, 39707 Big Bear Blvd., P.O. Box 10000, Big Bear Lake, CA 92315 and its officers, City Council, agents, employees and/or volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.

Aircraft Insurance: In the event of the use of airplanes or helicopters, an additional Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$10 million, using the same verbiage above. FAA approval, in writing, is also required.

Drone Insurance: In the event of the use UAS/Drones, an additional UAS/ Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$2 million, using the same verbiage above. Also required will be: Copy of FAA Drone Pilot License, Copy of FAA Drone Registration Card, a POA (Plan of Activities) with map showing the flight area and the City's Drone Questionnaire. NOTE: Most of the City is within the flight path of the Big Bear Lake airport. All drone flights must be cleared by them in writing.

Workers compensation Insurance: Proof of workers compensation insurance is required.

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

Basic Film Permit Processing Fee:

Motion Permit Fee: **\$267.45** per application

Stills Permit Fee: **\$180.75** per application

IEFS Service Fee: **\$235** per application

These fees are *non-refundable* and is charged to cover the processing of the permit. Payment is required before the permit will be processed. Checks, credit cards and ACH are accepted (credit cards & ACH will be subject to a 3.1% convenience fee). A variable fuel surcharge is assessed on a case-by-case basis. Consult your permit technician for details. Fees are subject to change without notice.

A site monitor may be assigned on a case-by-case basis. A neighborhood notification may be required on a case-by-case basis. Any filming outside of 7:00am - 10:00pm will require a neighborhood sign-off of 70% for approval. All site monitors, notifications and sign-offs must be performed by a third party who has been vetted by the Film Commission or performed by the Film Commission itself. Fees for Site Monitors, notifications and sign-offs varies based on location, activity, sensitive nature of the location and vendor providing these services. Contact your permit coordinator for more information.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance, a map of your filming location(s), and payment must be received 5 business days prior to filming (City office is closed on Fridays). Please contact our office once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive the processing fee for the application and the paperwork. If you have any other questions, please contact the Film Office (Inland Empire Film Services) at (909) 460-8100, x101 - bbl@iefilmpermits.com



City of Big Bear Lake Photography and Motion Picture Permit Application

Code of Professional Responsibility

The City of Big Bear Lake Film Office requests all production companies to adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include the production company's name, company contact and phone number, dates and hours of filming, and type of filming activity.
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbor's or merchant's property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the location agreement or permit.
6. All catering, craft services, construction, strike and personal trash is to be removed from the location.
7. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
9. Please keep noise levels as low as possible
10. Observe designated smoking areas and always extinguish cigarettes in butt cans.
11. The cast and crew should not bring pets to the location unless authorized in advance by the permit authority or property owner.
12. All sets and props should be removed upon completion of their use.



City of Big Bear Lake Photography and Motion Picture Permit Application

Temporary Use Sign Guidelines

Temporary use and special event signs shall be allowed for annual civic, patriotic, recreational, or visitor oriented events of general public interest.

Signs for special events shall not exceed six (6) per event and may be located on or off site, with proof of property owner permission provided such number and size minimize overall sign clutter and are necessary to adequately inform or direct the public to the event.

Signs may be freestanding or A-frame and should not exceed nine (9) square feet. Signs shall be professional quality. Day-glow colors are strictly prohibited.

Signs for temporary use may be displayed only during the duration of the temporary use.

PROHIBITED SIGNS

- A. Alternating, rotating or flashing signs or parts thereof.
- B. Signs attached to or painted on natural features such as trees, shrubs or rocks.
- C. Signs located within with public right-of-way.
- D. Signs supported to or attached to any utility pole, street sign, snow pole, traffic post, traffic signal, or any similar device.
- E. Signs which conflict with any traffic control device.
- F. Signs which impair public safety.
- G. Sound emitting signs.
- H. Stringed pendant flags and streamers
- I. Signs that use a vehicle for support.

Prohibited signs will be immediately removed by City Code Enforcement Officers.



City of Big Bear Lake Photography and Motion Picture Permit Application

Date of Application: _____ **Project Title:** _____
Company: _____ **Location Manager:** _____
Address: _____ **Telephone Number(s):** _____
_____ **Production Manager:** _____
Telephone Number: _____ **Telephone Number(s):** _____
Fax Number: _____ **Producer:** _____
Email Address: _____

Production Type: Still Photography Commercial TV-Movie TV Episode
 Feature Film Music Video Documentary Industrial Other: _____

Total Personnel: _____ **Total Number of Vehicles/Equipment:** _____ **Total Number of Days:** _____

Equipment Detail: Please supply total number of each of the following items to be used at the filming location(s).

Generators: _____ Large Trucks: _____ Motorhomes: _____ Vans: _____
Trailers: _____ Picture Vehicles: _____ Cast/Crew Cars: _____

Description of Filming Activity: Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of animals, stunts, pyrotechnics, hazardous materials, etc. Please include and indicate prep and strike days. Attach additional sheets if necessary.

Date	Hours	Location	Ent./Ext.	Activity

Proposed Parking/Staging Arrangements: _____

Proposed Security Services: _____

Proposed First-Aid Services: _____

Proposed Trash Collections and Disposal: _____

Proposed Restroom Facilities: _____

Traffic: If your shoot is planned on City street(s) and/or property, please submit a site plan showing proposed location(s) of cast, crew, vehicles and the route to be traveled on the street(s).

Site plan attached Site plan will be submitted by time _____ and date _____.

Stunts/Special Effects: please provide detailed information about any stunts or special effects planned:

Pyrotechnics: please provide detailed information about any pyrotechnics planned: _____

Pyrotechnician: _____ **License #:** _____ **Telephone Number:** _____

Aerial Stunts/Aircraft Use: please provide detailed information about any aerial stunts or aircraft use planned:



City of Big Bear Lake Photography and Motion Picture Permit Application

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	
_____ Telephone 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 _____.

_____ Signature	_____ Date
_____ Mailing Address	
_____ Telephone Number	



City of Big Bear Lake Photography and Motion Picture Permit Application

Permit #: _____

City of Big Bear Lake
ROAD APPLICATION
PO Box 10000
Big Bear Lake, CA 92315

Fee #: _____

APPLICATION FOR FILMING PERMIT

PLEASE PRINT

Name of Permittee/Production Company: _____ Dates(s) of Activity: _____

Address: _____ Activity Start Time: _____ Activity End Time: _____

Authorized Signature of Permittee/Production Company: _____

Contact Person: _____ Telephone Number(s): _____

Date and Time Submitted: _____

PLEASE INDICATE WHICH CITY STREET(S) YOU WILL UTILIZE DURING THE EVENT (INCLUDE A MAP SHOWING YOUR LOCATION): _____

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

PRIOR TO ISSUANCE OF PERMIT, A CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST BE EMAILED OR FAXED TO THE CITY CLERK'S OFFICE, SHOWING COVERAGE OF AT LEAST \$1,000,000 GENERAL LIABILITY INSURANCE (THE ORIGINAL MUST BE MAILED THE NEXT WORKING DAY TO THE CITY OF BIG BEAR LAKE). THE CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST LIST THE CITY OF BIG BEAR LAKE AS ADDITIONALLY INSURED.

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

Will this event require any of the following?

YES NO | Pyrotechnics, explosives, stunts, etc.? (If yes, please list below & must be signed off below by Sheriff & Fire)

YES NO | ITCs or street closures? (If yes, a traffic plan may be required.)

Officers needed per Sheriff Recommendation: _____ Traffic Control Devices needed per Sheriff Recommendation: _____

AUTHORIZED COUNTY SHERIFFS AUTHORITY	OFFICER IN CHARGE OF FILMING ACTIVITY (please print)	
_____	_____	
AUTHORIZED SIGNATURE	PHONE NUMBER	FAX NUMBER
AUTHORIZED CITY FIRE AUTHORITY (If applicable)	OFFICER IN CHARGE OF FILMING ACTIVITY (please print)	
_____	_____	
AUTHORIZED SIGNATURE	PHONE NUMBER	FAX NUMBER

BEAR VALLEY UNIFIED SCHOOL DISTRICT
P.O. Box 1529, Big Bear Lake, California 92315
APPLICATION FOR USE OF SCHOOL FACILITIES

Request is hereby made by the undersigned for the use of the following school facilities on the date(s) set forth (this is to include practices as well as scheduled events):

<u>FACILITY</u>	<u>DATE(S)</u>	<u>HOURS</u>	
_____	_____	From: _____	To: _____
_____	_____	From: _____	To: _____
_____	_____	From: _____	To: _____

Nature of Use: _____

Name of Speaker: _____

An admission charge or collection will will not be made.

Expected Attendance: _____

The net proceeds will be used for: _____

The following equipment will be needed: (If Cafeteria is to be used, please complete the back of this form.)

NO SMOKING POLICY

Bear Valley Unified School District Policy AR 3513.3 states that there will be no smoking at any school facility or on school grounds at any time.

ED CODE 40043

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity.

REQUIRED CERTIFICATION

1. Applicant hereby agrees to hold the Bear Valley Unified School District, its' Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he has read the rules and regulations governing the use of the facility and agrees to abide by and enforce same.
2. Applicant (organization) is requested to show proof of liability insurance by filing a Certificate of Insurance with the District Office prior to the use of facility.
3. The undersigned, as duly authorized representative for _____ states that, to the best of his/her knowledge, the school property for use of which application is hereby made, will not be used for the commission of any crime or act which is prohibited by law.

The undersigned further declares that _____, the organization on whose behalf he/she is applying for use of school property, upholds and defends the Constitutions of the United States and the State of California.

SIGNATURE: _____
 (Must be an officer of the group, or present written authority from organization making this application)

PRINT NAME: _____

TITLE: _____

MAILING ADDRESS: _____

(for billing purposes) TELEPHONE: _____ Date: _____

APPROVALS:

SCHOOL (by): _____

Date: _____

DISTRICT OFFICE: _____

Date: _____

Certificate of Insurance on file: _____

Record of Payment (except when free use is granted)

Deposit: _____ Receipt: _____

Balance: _____ Receipt: _____



CITY OF BIG BEAR LAKE
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. 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 Big Bear Lake. 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 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

Phone number

Date

Address

City, State, Zip

Phone number

Date



Request to Use Unmanned Aircraft Systems in the City limits of Big Bear Lake.

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**
 _____ From ____ [] a.m. [] p.m. to ____ [] a.m. [] p.m.

Location Address #2 _____ **Hours of UAS Activity**
 _____ From ____ [] a.m. [] p.m. to ____ [] a.m. [] p.m.

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:

14 CFR Part 107 Title 49 ("Hobbyist" Rules) – *For Students Only*

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 _____

Visual Observer: Yes No

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 Copy/screen shot of ATC approval to operate in restricted airspace

For Students Enrolled at an Accredited Educational Institution Operating Under "Hobbyist" Rules

Name of Operator _____ Operator's Phone# _____

Name of School _____

Please provide the following:

Copy of UAS Registration Certification letter from school (on school stationery)

Detailed description of proposed UAS activities Name of community-based organization's safety guidelines

Certificate of Insurance & Endorsement under which you will be operating

WAIVERS: Please note that students may not apply for FAA waivers. For Part 107 Remote Pilots: 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 _____

Student enrolled at an accredited educational institution is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all community-based safety guidelines.

Signature of Student Operator _____ Print Name _____

Best Practices for UAS Operations Over City Property

Although not specified in Part 107 Rules, the BBLFO 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 seven (7) business days for the BBLFO 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 City limits of Big Bear Lake or over City owned properties will be granted. BBLFO reviews applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.



Requirements for the Use of Small Unmanned Aircraft Systems (UAS) when Filming in the City of Big Bear Lake

Revised November 2018

On August 29th, 2016, the FAA's permanent regulations for the commercial operation of drones – small Unmanned Aircraft Systems (UAS) in the National Airspace System went into effect. These regulations under Title 14 Code of Federal Regulations (14 CFR) Part 107, establish the minimum safety standards for small UAS operations in the United States.

These rules establish certification requirements for small UAS pilots under 14 CFR Part 107, establishing a category of pilot referred to as the Remote Pilot. A person holding a traditional pilot certificate under Part 61 may also operate small UAS under Part 107 if they meet certain requirements outlined in the rule. Both category of pilots may supervise the operation of a small UAS operated by someone without any pilot certification under Part 107 or Part 61.

Section 333 Exemptions Are No Longer Valid

Prior to the establishment of Part 107 Rules – the FAA's regulations for the commercial use of small UAS, filming activities using UAS were sanctioned under Section 333 Exemptions. As the FAA has recently repealed Section 333 Exemptions, they are no longer valid, and all UAS remote pilots should now be operating under Part 107 Rules.

For those familiar with Section 333 guidelines, be aware that the following requirements are **no longer mandatory**:

- The use of a visual observer*
- A private pilot certificate and medical certificate
- A 500-ft. perimeter from non-participants

***Although a visual observer is no longer required, the Big Bear Lake Film Office (BBLFO) recommends the use of a visual observer for safer UAS operations.**

Under Part 107 Rules, the FAA no longer requires:

- A Certificate of Authorization (COA)
- A Plan of Activities (POA)*
- Notice to Airmen (NOTAMS)

***Although a POA is no longer required by the FAA, the Big Bear Lake Film Office (BBLFO) requires a POA with flight area maps be submitted to their offices for all drone activities (no FAA stamped approval required).**

While some of the other Section 333 Exemption guidelines are the same as Part 107 Rules, the biggest change is that Part 107 Remote Pilots **may not fly directly over people**, and that includes cast and crew. The only circumstance in which flying over people is allowed is with an FAA waiver, and to date, very few waivers to fly over people have been issued. (See below for other operations that require waivers.)

Information Questionnaire

BBLFO requires that a questionnaire be completed by the Remote Pilot when he/she is retained by a production to fly UAS within City jurisdiction. The completed form and all accompanying documentation must be submitted with the production's permit application.

UAS Operating Authority

In addition to Part 107 Rules, Title 49 United States Code (U.S.C.) Section 44809 is another operating authority that will now be recognized, albeit it for students enrolled at accredited educational institutions. 49 U.S.C. 44809 describes the means by which small UAS may be operated without specific certification or operating authority from the FAA under a community-based set of safety guidelines and within the programming of a nationwide community-based organization, or what are commonly referred to as "hobbyist" rules.

Educational Use of UAS

Students enrolled at an accredited educational institution may now operate small UAS for school projects. Educational use is considered non-commercial, and students may operate under hobbyist rules. Film permits are still required, but the commercial requirements of Part 107 are not.

Before a permit will be issued, students must submit:

- Proof of UAS registration
- A certification letter from the accredited educational institution (written on school stationery to verify enrollment)
- Required insurance coverage, including \$2 million in aviation coverage
- A thorough description of all proposed filming activities (including a detailed description of proposed UAS operations with flight maps)
- The name of the community-based model aviation organization's safety guidelines under which the student will be operating

Student filmmakers must:

- Use a registered model aircraft
- **Avoid flying directly over people, animals, vessels, vehicles or structures, so as not to endanger the life and property of others**
- Avoid flying in a careless or reckless manner or at locations where UAS activities are prohibited, or in close proximity to crowds of people at outdoor sporting events, music festivals, political gatherings, firework displays or beaches
- Fly within visual line-of-sight
- Follow community-based safety guidelines and fly within the programming of a nationwide community-based organization
- Use an aircraft under 55 lbs., unless certified by a community-based organization
- Never fly near other aircraft

- Notify the airport
- Never fly near emergency response efforts

A complete list of community-based safety guidelines can be found on The Academy of Model Aeronautics (AMA)'s website at: <https://www.modelaircraft.org/sites/default/files/550.pdf>

NOTE: Student filmmakers enrolled at an accredited educational institution may be required to take an aeronautical knowledge test before operating a UAS and may also be required to show proof of membership in the community-based model aviation organization under which they are operating. More information will be forthcoming as soon as it's available.

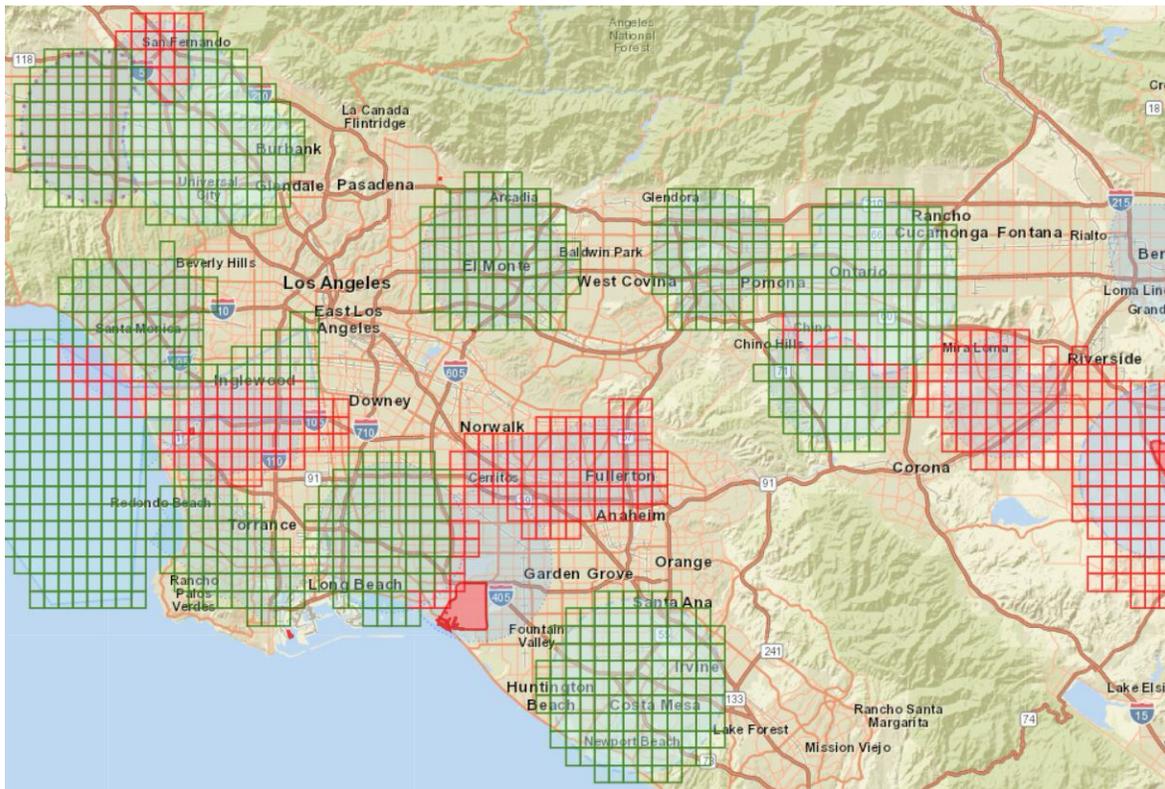
UAS Facility Maps

UAS Facility Maps show the maximum altitudes around airports where the FAA may authorize Part 107 UAS operations without additional safety analysis. The maps should be used to inform request for Part 107 airspace authorizations and waivers in controlled airspace. NOTE: these maps DO NOT authorize operations in these areas at the depicted altitudes – they are for informational purposes ONLY. Operators must still apply to operate in controlled airspace (Class B, C, D or surface area E) by completing a Part 107 Airspace Authorization or Waiver Application in the *FAA DroneZone* (<https://faadronezone.faa.gov/#/>).

Individuals who request a Part 107 airspace waiver and authorization are encouraged to consult the maps prior to submitting a request to determine locations and altitudes that can be approved quickly.

If you apply for authorization to operate at or below 300-feet, your request will be expedited. If you apply for authorization to operate over 400-feet, your request will necessitate a safety review.

This is sample facility map:



The FAA has forged partnerships with several companies that provide mobile apps providing near real-time processing of airspace authorizations for Part 107 drone operators who fly in controlled airspace. It's part of what's called the Low Altitude Authorization and Notification Capability (**LAANC**) initiative.

LAANC uses airspace data, including [UAS facility maps](#), which shows the maximum altitude around airports where the FAA may authorize operations under Part 107 in controlled airspace. The program gives UAS operators the ability to interact with industry-developed applications and obtain near real-time authorization from the FAA. LAANC, a foundation for developing the [Unmanned Aircraft Systems Traffic Management System \(UTM\)](#), is now available at nearly 300 FAA air traffic facilities across the country, covering approximately 500 airports.

Two of the mobile apps now being used by UAS remote pilots are **AIRMAP** and **Skyward**.

For a list of FAA facilities participating in LAANC, go to:

https://www.faa.gov/uas/programs_partnerships/uas_data_exchange/airports_participating_in_laanc/

For a list of approved LAANC UAS Service Suppliers, go to:

https://www.faa.gov/uas/programs_partnerships/uas_data_exchange/

To view all UAS Facility Maps and grids, go to:

https://www.faa.gov/uas/request_waiver/uas_facility_maps/

For basic questions about Facility Maps, go to: UAShelp@faa.gov

For Frequently Asked Questions pertaining to Facility Maps:

https://www.faa.gov/uas/request_waiver/uas_facility_maps/faq/

Permitting Timeframe

Please allow **up to** seven (7) business days for BBLFO to process requests for film permits that include the use of small UAS 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** guarantee permission to operate small UAS within City Jurisdiction.

UAS Pilot Certification Information

In order to obtain a Remote Pilot certificate under Part 107, applicants (who do not already hold a Part 61 pilot certificate) must pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center and complete a security background check by the Transportation Security Administration (TSA). Pilots with a traditional Pilot Certificate under Part 61 (except Student Pilots) must have successfully completed a flight review within the previous 24 months and complete a Part 107 online training course.

Permit Applications: Operating Authority - 14 CFR Part 107

Those applying under Part 107 are required to submit:

Big Bear Lake Film Office operated via City of Big Bear Lake contract by Inland Empire Film Services, Inc

- A copy of the Remote Pilot Certificate for the Remote Pilot in Command (Remote PIC) including current passed Knowledge Test Certificates
- A copy of the Part 47 or Part 48 Registration Certificate for each UAS
- A detailed description of proposed flight activities (including maps) (i.e. POA)
- Copies of all necessary waivers or approvals
- Proof of insurance coverage (as detailed below)
- Copy/screen shot of ATC approval to operate in restricted airspace
- Written permission from the Big Bear Airport (info@flybigbear.com)

Basic provisions of 14 CFR Part 107 include:

- UAS must weigh between .5 and 55 pounds.
- Use of Visual Observer (VO) is optional.
- The Remote Pilot and the person manipulating the flight controls must remain within visual line-of-sight of the UAS (unaided by any device other than corrective lenses) unless a waiver is obtained.
- UAS must be operated in daylight only – or civil twilight (generally 30 minutes before sunrise to 30 minutes after sunset, with appropriate anti-collision lighting), unless a waiver is obtained.
- Maximum altitude is 400 feet above ground level (or within 400 feet of a structure).
- Operations from a moving aircraft or vehicle are not permitted without Waiver.
- UAS operations require a preflight inspection by the remote pilot.
- Operations in Class G airspace is allowed, but operations in Class B, C, D and E airspace is only allowed with the required ATC (Air Traffic Control) authorization.
- No person may act as a Remote Pilot or Visual Observer for more than one UAS operation at one time.

Note: 14 CFR Part 107.205 identifies regulations under Part 107 that may be waived by the FAA. Those regulations include:

- 107.25—Operation from a moving vehicle or aircraft
- 107.29—Daylight operation
- 107.31—Visual line of sight aircraft operation
- 107.33—Visual observer
- 107.35—Operation of multiple small unmanned aircraft systems
- 107.37(a)—Yielding the right of way
- 107.39—Operation over people
- 107.41—Operation in certain airspace
- 107.51—Operating limitations for small unmanned aircraft

When applying for a waiver, applicants must prove how they will create an equivalent level of safety.

For International Filmmakers

Non-U.S. citizens who want to fly for commercial purposes may do so under the Small UAS rule (Part 107) by obtaining a Remote Pilot Certificate (RPC) issued by the FAA. The FAA does not currently recognize foreign Remote Pilot Certificates or equivalent, because globally-recognized RPC standards have not yet been developed. To obtain an FAA-issued RPC, they must submit an application for foreign air carrier licensing. Application instructions are specified in 14 C.F.R. Part 375 and should be submitted by electronic mail to the Department of Transportation (DOT) Office of International Aviation, Foreign Air Carrier

Licensing Division. Additional information is available at: <https://cms.dot.gov/policy/aviation-policy/licensing/foreign-carriers>.

No Drone Zones

Local municipal codes may include specific “no drone zones.” If you see a posting for such, don’t assume it applies to the commercial use of UAS. Some of these regulations refer to model aircraft only. If unsure – ask for clarification.

There are times when the use of drones within City jurisdiction will be prohibited – in some instances because of environmental conditions, in other instances, because it’s an area that’s too heavily populated. Requests are evaluated on a case-by-case basis.

PLEASE NOTE: 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.

INSURANCE REQUIREMENTS

If the production’s proposed activities include the use of a small UAS, **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 in one of two ways:
 - a. If UAS coverage is being added to a general liability policy, there must be a **separate endorsement** showing proof of UAS coverage.
 - b. A separate endorsement naming the City of Big Bear Lake its officers, agents and employees as Additional Insured (see wording listed on the film permit instructions).
2. Please note that all **separate endorsements** must be submitted as **separate attachments** (not included in the body of the certificate of insurance).

IMPORTANT NOTES

- UAS operators must have all pertinent documentation **on set with them at all times**, including documents related to Operating Authority, Pilot Qualifications, and Aircraft Registration.
- Operation of a small UAS is permitted only when all qualifications have been met, all necessary approvals have been obtained, and use of a small UAS is noted on the production’s permit. If a production is found to be operating a small UAS without the proper permit, a City Code Enforcement, Fire Officer or Sheriff may immediately suspend the small UAS activities and/or the production may be subject to a fine.
- The use of a small UAS as a **PROP** (that is being flown) is subject to the same regulations as those used for filming.

- On October 9, 2015, Contract Services Administration Trust Fund issued Safety Bulletin #36, “Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems.” This document is posted on the csatf.org website, and may be accessed by clicking this link: <http://www.csatf.org/pdf/36UAS.pdf>

Note: A copy of this Safety Bulletin should be attached to your call sheet on days when a small UAS is being used.

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