



# Caltrans Additional Questions

- 1) Budget Range for this shoot
  
- 2) Contact info for:
  - a. Producer (Name, full title, email, cell#)
  
  - b. Director (Name, full title, email, cell#)
  
  - c. Location Manager (Name, full title, email, cell#)
  
  - d. Production Manager (Name, full title, email, cell#)

It is okay if some positions are covered by the same person (i.e. the Producer and the Director are the same person).

# Insurance Requirements

## State of California

Production companies requesting to film on State owned or operated property must submit all of the following insurance documentation when applying for a film permittee attached samples for required wording.

### Still photography, film, digital or new media without Automobiles:

- 1) Certificate(s) of Insurance (COI) as evidence of General Liability coverage in the amount not less than \$1,000,000 for each occurrence.
- 2) A separate additional insured endorsement for the COI with the following wording: "the State of California, including its officers, agents and employees is named as additional insured, with respect to liability arising out of the operations related to filming on California state owned or operated property."
- 3) Workers Compensation: State law requires companies provide proof of worker's compensation coverage. If a company has no employees the company may submit a Workers Compensation waiver letter. (Please create your own document based on the sample template attached.)

### Still photography, film, digital or new media with Automobiles:

Provide all documents listed above PLUS:

- 1) Automobile Liability "Owned," "Hired" and "Non-Owned" coverage in an amount not less than \$1,000,000 for each accident.
- 2) See attached samples for required wording.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
X	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
X	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The State of California, including its officers, agents, employees and servants is named as additional insured, with respect to liability arising out of the operations related to filming on California state owned or operated property.

## CERTIFICATE HOLDER

## CANCELLATION

State of California  
 7080 Hollywood Blvd.  
 Suite 900  
 Hollywood, CA 90028

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**ADDITIONAL INSURED ENDORSEMENT  
DESIGNATED PREMISES ONLY**

**Policy No:**

**Named Insured**

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**Name of Additional Insured:**

THE STATE OF CALIFORNIA, INCLUDING ITS OFFICERS, AGENTS, EMPLOYEES AND SERVANTS IS NAMED AS AN ADDITIONAL INSURED, WITH RESPECT TO LIABILITY ARISING OUT OF THE OPERATIONS RELATED TO FILMING ON CALIFORNIA STATE OWNED OR OPERATED PROPERTY.

**Address of Additional Insured:**

7080 HOLLYWOOD BLVD  
SUITE 900  
HOLLYWOOD CA 90028

**Interest of Additional Insured:**

SAMPLE

<Contractor's name and address on company stationery>

Current Date

State of California  
7080 Hollywood Blvd., Suite 900  
Hollywood, CA 90028

Re: Workers Compensation

To Whom It May Concern:

Please know and mark your records to show that <Contractor's name> does not have any employees, and the owner(s) have elected not be covered by workers' compensation insurance. Because of this <Contractor's name> is not required to have workers' compensation insurance.

Should <Contractor's name> have an employee(s) in the future it will obtain workers' compensation coverage as per the California Labor Code 3700.

Sincerely,

<Name/Title of Owner, Member, Partner or Corporate Owner of the Contractor>



## Requirements for Use of Small Unmanned Aircraft Systems (UAS) when Filming on State Property

*Revised February 2025*

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, serve as commercial operating authority and establish the minimum safety standards for small UAS operations in the United States.

Among other things, 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 categories of pilots may supervise the operation of a small UAS operated by someone without any pilot certification under Part 107 or Part 61.

**On December 28, 2020 the Federal Aviation Administration (FAA) announced final rules for unmanned aircraft systems (UAS) or drones that will require Remote Identification (Remote ID) of drones and allow operators of small drones to fly over people and at night under certain conditions.**

### [Remote ID information](#)

**All drones requiring registration, including those flown for fun, for business, or for public safety, must be operated in accordance with the Remote ID rule beginning on September 16, 2023.**

The [Operations Over People rule](#) became effective on April 21, 2021. Drone pilots operating under [Part 107](#) may fly at night, over people and moving vehicles without a waiver as long as they meet the requirements defined in the rule. [Airspace authorizations](#) are still required for night operations in controlled airspace under 400 feet.

## INFORMATION QUESTIONNAIRE

The CFC requires completion of our Questionnaire by the Remote Pilot when he/she is retained by a production to fly UAS over State property. The completed Questionnaire and all accompanying documentation must be submitted with the production's permit application.

## UAS OPERATING AUTHORITY

In addition to Part 107, Title 49 United States Code (U.S.C.) Section 44809 is another operating authority that is recognized, albeit it only 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 (see "UAS Operating Authority" above)

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Before a permit will be issued, students must submit:

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

Student filmmakers must:

- 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 and air traffic control tower prior to flying within 5 miles of an 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/100.pdf>

**NOTE: Student filmmakers enrolled at an accredited educational institution are required to take an aeronautical knowledge test before operating a UAS. For more information see: [The Recreational UAS Safety Test \(TRUST\) \(faa.gov\)](#)**

## 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 [FAADroneZone Access - Home](#)

Individuals who request a Part 107 airspace 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.

Sample UAS Facility Map:

[Class E UASFM.pdf \(faa.gov\)](#)

The FAA has forged partnerships with several companies that provide mobile apps providing near real-time processing of airspace authorizations for Part 107 UAS 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 show 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.

For a list of approved LAANC UAS Service Suppliers, go to: [UAS Data Exchange \(LAANC\) | Federal Aviation Administration \(faa.gov\)](#)

For a list of FAA facilities participating in LAANC, go to:  
[https://www.faa.gov/uas/programs\\_partnerships/data\\_exchange/laanc\\_facilities](https://www.faa.gov/uas/programs_partnerships/data_exchange/laanc_facilities)

To view all UAS Facility Maps and grids, go to: [UAS facility maps](#)

For questions about Facility Maps, email: [UAShelp@faa.gov](mailto:UAShelp@faa.gov)

For Frequently Asked Questions pertaining to Facility Maps:  
[https://www.faa.gov/uas/commercial\\_operators/uas\\_facility\\_maps/faq/](https://www.faa.gov/uas/commercial_operators/uas_facility_maps/faq/)

### **PERMITTING TIMEFRAME**

Please allow up to seven (7) business days for the CFC 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 over State property. CFC State partners (Caltrans, State Parks, etc.) also review applications on a case-by-case basis and consent or deny requests based on their specific criteria. Applicants should consider checking with all applicable State agencies before submitting permit applications to the CFC.

### **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:

- A copy of the Remote Pilot Certificate for the Remote Pilot in Command (Remote PIC) •
- A copy of the Part 47 or Part 48 Registration Certificate for each UAS
- A detailed description of proposed flight activities (including maps)
- 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

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)
- Maximum altitude is 400 feet above ground level (or within 400 feet of a structure).
- 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 that may be waived by the FAA. Those regulations include:

- 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
- 107.41—Operation in certain airspace
- 107.51—Operating limitations for small unmanned aircraft

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

### **FOR INTERNATIONAL FILMMAKERS**

Remote Pilot Licensing: Non-U.S. citizens who want to fly for commercial purposes may do so under Part 107 by obtaining a Remote Pilot Certificate issued by the FAA. The FAA does not currently recognize foreign Remote Pilot Certificates, because globally recognized Remote Pilot certification standards have not been developed. Remote Pilot certification requirements can be found in 14 Code of Federal Regulations (CFR) part 107, Subpart C. Small UAS Registration. In addition, the FAA does not currently permit foreign registered small UAS operations under Part 107. Each small UAS used in film production must have an effective U.S. registration as prescribed in 14 CFR part 91.203(a)(2).

### **NO DRONE ZONES**

Local municipal codes may establish “No Drone Zones.” If you see a posting for such, don’t assume it applies to the commercial use of UAS. Some codes may only apply to model aircraft. If unsure – ask for clarification.

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

**PLEASE NOTE:** While the FAA controls U.S. airspace, individual jurisdictions (states, counties, and 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

As the CFC website details “Insurance Requirements for Filming,” a production entity that wishes to film on State property must provide the CFC with a certificate of insurance evidencing coverage of General Liability, Workers Compensation and Automobile Liability (go to: [Insurance Requirements | California Film Commission](#) for specified limits and coverage 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. If the coverage is coming from an *aviation-specific* insurance carrier (such as Global Aerospace), a separate policy endorsement is *not* necessary, as the entire policy represents the UAS coverage.
  - c. A separate endorsement naming the State of California, its officers, agents and employees as Additional Insured.
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, the assigned Fire Safety Officer or law enforcement official may immediately suspend the small UAS activities and/or the production may be subject to a fine.

- While Part 107 does not require the use of a Visual Observer (VO), the California Film Commission recommends the use of a VO for increased safety in UAS operations.
- Small UAS flown as a PROP 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/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.

### GUIDELINES FOR THE USE OF UAS OVER CALTRANS PROPERTY

Submissions for permits that include the use of small UAS over Caltrans property will be reviewed on a case-by-case basis. Caltrans guidelines for the use of a UAS are as follows:

- Use of a small UAS will be treated as a complex shoot and will require a full road closure and/or ITC. There could therefore be up to a twelve (12) business day approval process. If, however, all required documents are submitted in a timely manner, and Caltrans is satisfied with the plan of activities, the turnaround time could be as short as seven (7) business days. Depending on the requirements, at least one meeting with Caltrans, CHP, CFC and other affected entities would be required to discuss logistics.
- Insurance requirements will be consistent with State guidelines (follow this [link](#) to review requirements).
- Requests for the use of small UAS over Caltrans property will not be considered without the submission of a detailed plan of proposed activities (including maps).
- Small UAS operators must adhere to all current and future FAA mandated rules with regard to distances from airports, military installations and any person(s) or property.
- It is the responsibility of the permittee to obtain all necessary jurisdictional approvals and to submit a description of proposed activities and proof of required insurance coverage within a timely manner.

If approved:

- Caltrans will determine the radius (extending beyond any point of the roadway) that will constitute the production’s closed set during small UAS activities.
- Small UAS pilots (with the approval of Caltrans) may decrease the perimeter of the closed set if barriers or structures are present that would sufficiently protect non-participating persons from the small UAS and/or debris in the event of an accident. Please note however that permission to reduce the perimeter must also be granted by Caltrans.
- Intermittent Traffic Control (ITC) or closures will be enforced from both directions, creating full closures on both sides of the freeway/road. Please note that ITC shall be performed on conventional highways only, and filming with a small UAS must occur within 3- to 5-minute ITC windows. UAS filming on freeways is restricted to the ends of freeways where full freeway closures are feasible and adequate detours are available.
- No driving with the flow of traffic will be allowed when a small UAS is involved.
- Productions must work with all applicable City jurisdictions to facilitate the closing of all relevant over-crossings and under-crossings during filming with a small UAS.
- Caltrans has the right to assign a monitor to be on-set during small UAS flights over Caltrans freeways, highways and roads.

For a complete list of guidelines for operating UAS under Part 107, go to:

- [Complete Text of Part 107 Rule](#)
- [Summary of Part 107 Rule](#)

For information on obtaining a Remote Pilot Certificate under Part 107, or how to apply for a Waiver:

- [Becoming a Remote Pilot](#)
- [Applying for a Waiver](#)

If you have any questions about the use of drones when filming on state property, contact CFC Permit Department at 323-860-2960 – [permits@film.ca.gov](mailto:permits@film.ca.gov).

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

# CALIFORNIA



# Film Commission

## QUESTIONNAIRE

### Request to Use Unmanned Aircraft Systems (UAS) for Filming Over State Property

(Click [here](#) for a full list of guidelines & insurance requirements as stated on the CFC website)

CFC PERMIT APPLICATION #:

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

Please allow up to seven (7) business days for the CFC 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 over State property will be granted. CFC State partners (Caltrans, State Parks, etc.) review applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.

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.**

### 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  Proof of TRUST exam completion
- Certificate of Insurance & Endorsement under which you will be operating

See this website for safety guidelines: [https://www.faa.gov/uas/recreational\\_fliers/](https://www.faa.gov/uas/recreational_fliers/)

**All operators must possess a current Airman Certificate and must have passed one of the courses listed below:**

- **Current Part 61 certificate holders:**
  - Take the Part 107 Small Unmanned Aircraft Systems Initial (ALC-451) online course
  - Available on the FAA Safety Team (FAASTeam) [website](#) for no cost
- **Part 107 remote pilots who are also certificated and current under Part 61:**
  - Take the Part 107 Small Unmanned Aircraft Systems Recurrent (ALC -515) online course
  - Available on the FAA Safety Team (FAASTeam) [website](#) for no cost
- **All individuals who hold a Part 107 remote pilot certificate (regardless of currency):**
  - Take the Part 107 Small UAS Recurrent Non-Part 61 Pilots (ALC-677) online course
  - Available on the FAA Safety Team (FAASTeam) [website](#) for no cost

**WAIVERS:** Please note that students may not apply for FAA waivers. In accordance with new FAA regulations, we will no longer request or accept waivers for night operations (§107.29), flight over people (§107.39) or flight over moving vehicles (§107.25). UAS operation under these conditions is now covered under the standard FAA test.

**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 altitude restrictions (§107.51)
- Operating multiple small UAS (§107.35)

**UAS OPERATING AUTHORITY:**

- 14 CFR Part 107**     **Title 49 (“Hobbyist” Rules) – For Students Only**

***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**

*Please scan and upload this completed form to your application along with all accompanying documentation.*

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

Although not specified in Part 107 Rules, the CFC 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.