



Dear Permit Applicant:

The following is information about the **City of Loma Linda Filming Permit Application**. Please complete and return the application with a legible map clearly marking the specific location you wish to use noting filming location, generator placement and parking location. 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**

Shoots involving pyrotechnics and/or dangerous stunts may require a Fire Safety Officer (FSO) or equipment pending review. Fees are determined on a case-by-case basis.

#### **Insurance Requirements**

**General Liability Insurance:** Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. Coverage provided by Permittee shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it.

**Automobile liability insurance:** Permittee shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Permittee arising out of or in connection with Permittee's activities under the terms of this permit, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

**Workers' compensation insurance:** Permittee shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000). Permittee shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.



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 Loma Linda, its officers, agents, employees and volunteers as additionally insured. The Insurance Certificate and Letter of Endorsement must read verbatim:

**City of Loma Linda – Civic Center, 25541 Barton Road, Loma Linda, CA 92354, and its officers, City Council, agents, employees, and volunteers are additional named insured with respect to liabilities arising out of the performance of operations 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 (and copy of current recurring knowledge test certificate), 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 of Loma Linda airspace requires an automatic LAANC Authorization to fly.

Separate Hold Harmless form also required (attached).

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

Basic City Film Permit Processing Fee:

Film Permit Fee:	<b>\$150</b> per application
Amendment Fee:	<b>\$75</b> per application
Sidewalk Use Fee:	<b>\$75/day</b>
Street Use Fee:	<b>\$175/day</b>
City owned Facilities:	<b>\$300/day</b>

In addition to the above City fees:

IEFS Service Fee:	<b>\$235</b> per application
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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. Other fees may apply.

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 65% for approval. All site monitors, notifications and sign-offs must

be performed by a third party who has been vetted by the Film Office or performed by the Film Office 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 – [lomalinda@iefilmpermits.com](mailto:lomalinda@iefilmpermits.com)**



Permit #: \_\_\_\_\_

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

<b>Date:</b> _____	<b>Project Title:</b> _____
<b>Company:</b> _____	<b>Location Mgr.:</b> _____
<b>Address:</b> _____	<b>Cell #:</b> _____
_____	<b>Email:</b> _____
_____	<b>Prod. Mgr.:</b> _____
<b>Co. Phone:</b> _____	<b>Cell #:</b> _____
<b>Co. Fax:</b> _____	<b>Other Contact:</b> _____
<b>Prod. Dates:</b> _____	<b>Cell #:</b> _____

**Prod. Type:**  Still Photography  Commercial  TV-Reality  TV-episodic  TV-Other  Music Video  
 Documentary  Industrial  Corporate  Feature  Other \_\_\_\_\_

**Total Personnel (cast, crew, etc):** \_\_\_\_\_ **Total Vehicles / Equip.:** \_\_\_\_\_

(Provide exact number of each  
to be used at filming location(s))

**Vehicle / Equip. Detail:** \_\_\_\_\_ **Sm. Vehicles:** \_\_\_\_\_  
**Lg. Vehicles:** \_\_\_\_\_ **RVs:** \_\_\_\_\_ **Generators:** \_\_\_\_\_ **Lifts:** \_\_\_\_\_

**Other (describe):** \_\_\_\_\_

**Insurance:** See attached Insurance requirement - Permit will not be issued without proper insurance.

Insurance Certificate & Endorsement will be submitted by \_\_\_\_\_ am / pm on \_\_\_\_\_.

Insurance Certificate & Endorsement attached - Insurance Co. \_\_\_\_\_.

**Location Detail:** Please give specific detail about your shoot below (Use provided addendum sheet if more space is needed). You must include the following: 1) property owner(s) name(s); 2) property owner(s) contact information; 3) address of location(s); 4) day(s) & time(s) of prep, film & strike & 5); a storyboard and/or detail list of filming activity.

Date(s)	Time(s)	Details	Prep/Film/Strike

**Traffic:** Will this project require traffic control?  No (skip to Stunts/special Effects)  Yes (continue)

Road Encroachment Permit Attached

*Section below to be completed by City Permit Staff ONLY.*

<b>Police Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Fire Dept. Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>City Parks Approval Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Stunts:** Will this project involve Stunts? No Yes (continue)

**Weapons:** Will this project involve firing or non-firing Weapons? No Yes (Continue)

**SFX:** Will this project involve SFX / Pyro? No (if no to all three, skip to animals) Yes (continue)

**Stunts & Special Effects Worksheet Attached**

**Animals:** Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

**Animal Stipulations Attached**

**Aircraft:** Will this project require the use of any aircraft? No (skip to Aircraft) Yes (continue)

See attached Insurance requirement - Permit will not be issued without proper insurance.

**Additional Aircraft Insurance attached**

**Additional Aircraft Insurance will be submitted by:** \_\_\_\_\_ **am/pm on** \_\_\_\_\_.

**FAA Approval attached**

**FAA Approval will be submitted by:** \_\_\_\_\_ **am/pm on** \_\_\_\_\_.

Section below to be complete by City Permit Staff ONLY.

<b>Permit #:</b> _____	<b>Approved by:</b> _____
<b>Processing Fee:</b> \$ _____	<b>Name:</b> _____
<b>Road Permit Fee:</b> \$ _____	<b>Title:</b> _____
<b>Fire Permit Fee:</b> \$ _____	<b>Attachments:</b> <input type="checkbox"/> Road Encroachment Permit
<b>Fire Bond:</b> \$ _____	<input type="checkbox"/> Fire Permit / Weapons Permit (circle one)
<b>Police Fee:</b> \$ _____	<input type="checkbox"/> General Liability Insurance Documents
<b>Police Bond:</b> \$ _____	<input type="checkbox"/> Aircraft Insurance Documents
<b>Other (explain):</b> \$ _____	<input type="checkbox"/> FAA Approval
	<input type="checkbox"/> Animal Stipulations
<b>TOTAL:</b> \$ _____	<input type="checkbox"/> Property Owner Permission Form(s)
<b>Other Provisions:</b> _____	<input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s)
	<input type="checkbox"/> Other: _____

**GENERAL CONDITIONS:**

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

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify and defend City, its officers, agents, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers caused by, arising out of or in any way connected with exercise by Permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. • City shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the manner herein provided. City agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the Permittee, its officers, agents, employees and volunteers, in the performance of this permit shall act in an independent capacity and not as officers, agents, employees and volunteers of the City. •

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. • 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. • City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

**Permittee's Signature:** \_\_\_\_\_

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

**Permittee's Name:** \_\_\_\_\_

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

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

*A Hold Harmless Agreement is required for all Film Permits within the City of Loma Linda.  
Please carefully read the following agreement, sign, and submit with your application.*

**RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE**

We, \_\_\_\_\_ (Company Name) *fully* understand that our participation in \_\_\_\_\_ (Production Title) (hereinafter "Film Shoot") exposes us to the risk of personal injury, death or property damage.

We hereby acknowledge that we are voluntarily participating in this Film Shoot and agree to assume any such risks.

We hereby release, discharge and agree not to sue the property owner and the City of Loma Linda for any injury, death or damage to or loss of personal property arising out of, or in connection with, our participation in the Film Shoot from whatever cause, including the active or passive negligence of the property owner and City of Loma Linda or any other participants in the Film Shoot.

In consideration for being permitted to participate in the Film Shoot, we hereby agree that we shall indemnify and hold harmless the property owners and the City of Loma Linda from any and all claims, demands, actions or suits arising out of or in connection with our participation in the Film Shoot. **WE HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. WE ARE AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON OUR OWN FREE WILL.**

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name clearly: \_\_\_\_\_

Signature: \_\_\_\_\_



## Loma Linda 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 (2) days prior to filming AND during filming on-location within the city of Loma Linda. 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



## 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 Loma Linda Film Office:

- ❖ One (1) copy of the finished product in one of the following formats:
  - DVD or digital download for motion (i.e. feature, TV, video, commercial, etc.)
  - PRINT COPY or digital download for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
  
- ❖ Acknowledgement through the film credits for portions shot in the City of Loma Linda. 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:
  - Special thanks to Loma Linda Film Office
  - Special thanks to Inland Empire Film Services

\_\_\_\_\_  
Permitee Signature

\_\_\_\_\_  
Permitee Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

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

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



## **Requirements for the Use of Small Unmanned Aircraft Systems (UAS) when Filming in the City of Loma Linda**

*Based on November 2018 FAA information*

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 Loma Linda Film Office (LLFO) 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)

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

**LLFO requires that a questionnaire be completed by the Remote Pilot when he/she is retained by a production to fly UAS over City property. 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)
- 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 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/550.pdf>

**NOTE: Within the next six (6) months, 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.

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/](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/](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/](https://www.faa.gov/uas/request_waiver/uas_facility_maps/)

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

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

### Permitting Timeframe

Please allow **up to** seven (7) business days for LLFO 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 City property.

### 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), 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 on City property 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. 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 City of Loma Linda, 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.
- 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](http://www.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/>**



# Request to Use Unmanned Aircraft Systems in the City of Loma Linda or Over City owned Properties

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 the City of Loma Linda**

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

*Please scan and submit this completed form, along with all accompanying documentation to LLFO at: lomalinda@iefilmpermits.com*

# City of Loma Linda Property Approval Form

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If you are shooting on private property, either "A" or "B" below must be completed and signed.

## **A. PROPERTY OWNER**

I, \_\_\_\_\_, hereby certify under penalty of perjury that I am the  
legal owner of the property located at \_\_\_\_\_,

and that I consent to the photographic recordings occurring on said property on \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address

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

## **B. LEGAL REPRESENTATIVE**

I, \_\_\_\_\_, of  
\_\_\_\_\_ is the owner's

legal agent for the property located at \_\_\_\_\_,

and they consent to \_\_\_\_\_

to perform photographic recordings on said property at \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address

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