



Film Permit Application

Please complete and return:

- Application
- Insurance Certificate(s)
- Letter of Endorsement
- Map(s) with Location Clearly Marked
- Credits Agreement

Provide detailed description of all activities and props to be used: List all equipment, vehicles (crew and production), stunts, pyrotechnics, explosive devices, airplanes, drones, fog machines or helicopters, etc.

Note: Whoever signs the application (Location Manager, Production Manager, Producer, etc.) MUST be listed on the application with contact information.

**ALL Film Permit Fees, Processing Fees, Application Fees, Permit Riders and Road Encroachment Application Fees*
WAIVED per County Ordinance 634.2**

Road Encroachment Permit(s) Issued by Riverside County Transportation Land Management Agency

Minimum three (3) full working days' notice required

Road Encroachment Permit Fee (if applicable):

Permit Processing Fee \$179.00 + Daily Inspection Fee \$105.00

Traffic Plan Check Fee \$98.00

Minimum 4 Hours \$504 (Hours Outside Normal Business Day)

*some exceptions apply

Acknowledgment Through the Film Credits Shall be Given to:

“Riverside County Film Commission”

for portions of any film or video shot in the Riverside County

Provide one (1) copy of finished product to the Riverside County Film Commission

DVD, digital download or print copy

Riverside County has partnered with Inland Empire Film Services as our Film Permit Liaisons.
If you are interested in filming in Riverside County Unincorporated Areas, County Facilities or Properties
Please contact Inland Empire Film Services



RiversideCounty.ieFilmPermits.com - (909) 460-8100 - rivcounty@iefilmpermits.com

Riverside County Film Commission is a Division of the Riverside County Office of Economic Development

ATTACHEMENT A INSURANCE REQUIREMENTS

APPLICANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additionally Insured. Applicant agrees to defend and indemnify Riverside County for bodily injury or property damage arising out of the applicant's negligent acts or omissions in performance of the work.

A. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of APPLICANT activities hereunder. Policy shall name the COUNTY as Additionally Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. General aggregate limit shall be no less than two (2) times the occurrence limit.

The Insurance Certificate must read in the "Certificate Holder" Box *verbatim*: **County of Riverside et al & its Special Districts, 3403 Tenth Street, Suite 400, Riverside, CA 92501-3658.**

In the "Description of Operations" box the following must read verbatim: **The County of Riverside and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations under the permit, including third-party personal injury, wrongful death, and property damage.**

The Letter of Endorsement (Additional Insured) *must* read *verbatim*: **County of Riverside et al & its Special Districts, 3403 10 Street, Suite 400, Riverside, CA 92501-3658 and The County of Riverside and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations under the permit, including third-party personal injury, wrongful death, and property damage.**

2. Automobile Liability Insurance

- **Requirement:** Minimum coverage of **\$1,000,000** (if automobiles are used in production).
- **Requirement:** County of Riverside, its officers, employees, agents, and volunteers must be named as Additional Insureds on a separate endorsement.
- **Requirement:** A waiver may be granted if no automobiles are used

3. Aircraft Liability Insurance (Fixed-Wing or Rotary Aircraft)

- **Requirement:** Minimum coverage of **\$10,000,000** per occurrence.
- **Requirement:** County of Riverside, its officers, employees, agents, and volunteers must be named as Additional Insureds on a separate endorsement.

4. Unmanned Aircraft Systems (UAS/Drones)

- **Requirement:** Minimum coverage of **\$2,000,000** under an aircraft liability policy.
- **Requirement:** County of Riverside, its officers, employees, agents, and volunteers must be named as Additional Insureds on a separate endorsement.

5. Hot Air Balloon Liability Insurance

- **Requirement:** Minimum coverage of **\$1,000,000**.

- **Requirement:** County of Riverside, its officers, employees, agents, and volunteers must be named as Additional Insureds on a separate endorsement.

6. Certificate of Insurance

- **Requirement:** Coverage must not be canceled or modified without 30 days' written notice to the County.
- **Requirement:** A copy of the certificate must remain on file with the County for the duration of the permit.

B. Workers' Compensation Insurance:

- **Requirement:** Proof of Workers' Compensation Insurance at state statutory limits with Waiver of Subrogation Endorsement. Waivers are available for certain situations.
- **Requirement:** Applicants must comply with all applicable federal and state Workers' Compensation laws.

C. Security Deposit:

- **Requirement:** Applicants may be required to post a security deposit to ensure cleanup and restoration of the site or any other reason deemed necessary by the Permit Coordinator or other County representative.

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General Insurance Provisions

1. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
2. APPLICANT'S insurance is to provide primary coverage, and that Riverside County's insurance or self-insurance program will not be called upon to contribute to a loss that should otherwise be paid by the Applicant's insurer.
3. APPLICANT shall cause APPLICANT'S insurance carrier(s) to furnish the County of Riverside with a properly executed Certificate(s) of Insurance and copies of Endorsements effecting coverage as required herein. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed Certificate of Insurance and copies of endorsements thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. APPLICANT shall not commence operations until the COUNTY has been furnished the requested Certificate(s) of Insurance and copies of endorsements.
4. APPLICANT shall pass down the insurance obligations contained herein to all tiers of subcontractor's working under this Agreement.
5. The insurance requirements contained in this section may be met with a program(s) of self- insurance acceptable to the COUNTY.
6. APPLICANT agrees to notify Riverside County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

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NO HAND-WRITTEN CERTIFICATES OF ENDORSEMENTS WILL BE ACCEPTED.



PHOTOGRAPHY/FILMING PERMIT APPLICATION

Project Title : _____

Company: _____

Address: _____

Co. Phone: _____ / _____

Co. Email: _____

Date: _____

Location Manager: _____

Phone: _____ / _____

Production Manager : _____

Phone : _____ / _____

Other Contact: _____

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

1. Production Type: Still Photography TV Commercial TV Reality
 TV Episodic Feature Film Music Video Documentary Other: _____

2. Total Personnel: _____ Total Vehicles/Equipment: _____

3. Insurance Requirements: See attachment A 4. Use of Animals: Complete attachment E

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

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

Date	Time	Location and Activity	P/F/S*

* Prep/Film/Strike

Section below to be completed by County Permit Staff for

7. Property Owner Permission Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Law Enf. Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Road Encroachment Permit Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	10. Fire Require	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Photography/Filming Permit Application • Page 2

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

Site Plan Attached. Complete Attachment B

12. **Stunts/Special Effects:** If your project will involve stunts, special effects or fog machines, please provide detailed information about the specifics: _____

Pyrotechnics Specifics: _____

Pyro technician: _____ License #: _____

Complete Attachment C

13. **UAS Operating Specifics:** _____
UAS Operator: _____ License #: _____

Complete Attachment D

Hazardous Materials to be used:

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

Riverside County Fire Department: contact RCFC for assistance*

Riverside County Sheriff's Department: contact RCFC for assistance*

**Do not contact the Sheriff's or Fire until RCFC has requested you to do so.*

Section below to be completed by issuing agency.

Permit # Granted: _____	Agency Issuing Permit: _____	
Approved by: _____	Title: _____	
Application Fee: \$ _____ Location Fee (_____ days x \$ _____/day): \$ _____ TOTAL DUE: \$ _____		
Conditions of Approval: _____		
Special Approval/Permits Required:		
<input type="checkbox"/> No Special Approval/Permits Required	<input type="checkbox"/> Road Encroachment Permit	<input type="checkbox"/> Homeowner Association
<input type="checkbox"/> Sheriff's Department Approval	<input type="checkbox"/> Fire Department Approval	<input type="checkbox"/> Property Owner
<input type="checkbox"/> CHP Approval		
Attachments:		
Conditions of Approval/Clearances/Fees Paid/Check # _____		

This permit will be effective _____	through _____	
(Date & Time)	(Date & Time)	

GENERAL CONDITIONS:

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

Permitee waives all claims against County, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of the permit and permittee agrees to hold harmless, indemnify and defend County, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by County, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the County. County shall have the privilege of inspecting the premises covered by the permit at any or all times. This permit shall not be assigned. County may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. County agrees it will not unreasonably exercise this right of termination. The parties hereto agree that the permittee, its officers, agents and employee, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the County. 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 attachments Exhibit(s), which terms and conditions are by this reference made a part thereof. The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. County 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 facilities.

Applicant's Name: _____ **Representative of:** _____
(Company Name)

Applicant's Signature: _____ **Date:** _____



**Riverside County Film Commission Permit Addendum
Property Owner Permission Form**

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

A. PROPERTY OWNER

I, _____, hereby certify under penalty of perjury that I am the legal owner of the property located at _____, and that I consent to the photographic recordings occurring on said property on _____ with _____ production company.

Signature Date

Mailing Address

Phone Number

B. LEGAL REPRESENTATIVE

I, _____ of _____ hereby certify that the owner's legal agent for the property located at _____ and that _____ (owner) consents to the photographic recordings occurring on said property on _____ with _____ production company.

Signature Date

Mailing Address

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 Riverside County Film Commission:

- ❖ 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 Riverside County. 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:
 - Riverside County Film Commission

Permitee Signature

Permitee Name (please print)

Title

Date

Production Company Address

City, State, Zip

Office Phone Number

Cell Phone Number



County of Riverside 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 County of Riverside. Animals will be either tied to a parked vehicle; contained in a free-standing fenced corral; and/or housed within a trailer in a parking area or road, when not in use.
3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc.).

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

Permittee Signature

Animal Wrangler Signature

Permittee Name (please print)

Animal Wrangler Name (please print)

Title

Date

Date

Address

City, State, Zip

Phone Number

County of Riverside

Transportation Department
State of California



Charissa Leach, P.E.
Assistant CEO/TLMA Director



Mark Lancaster, P.E.
Director of Transportation

ENC _____

Date: _____

Application for Encroachment Permit

The undersigned hereby applies for a permit to excavate, construct and otherwise encroach on Riverside County road right of way as follows:

(Description of work and installation to be maintained – attach and refer to maps or other documents):

Date of Filming: _____ Times of Filming: _____

Name(s) of road(s) and specific location: _____

(Applicant will state here, accurately, the location of work to be performed, giving County road, route, section, and engineer's stations, if possible.)

In consideration of the granting of this application, the applicant hereby agrees to:

1. Indemnify, defend and save the County, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
2. Remove or relocate an encroachment installed or maintained under this permit, upon written notice from the Director of Transportation.
3. Notify the Director of Transportation in writing at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the Director of Transportation in writing of such completion.
4. Comply with Ordinance No. 499, any amendments thereto, the terms and conditions of the permit, and all applicable rules and regulations of the County of Riverside and other public agencies having jurisdiction.
5. The permittee shall accept full responsibility for complying with Federal, State and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.

Applicant/Owner: _____
(Please Print)

Authorized Signature: _____

Mailing Address: _____

Agent: _____

Agent Phone #: _____

FOR USE BY TRANSPORTATION DEPARTMENT:	
Processing Fee	_____
Inspection Fee	_____
Total	_____
Receipt Number	_____
Security Deposit	_____
Receipt Number	_____



Request to Use Unmanned Aircraft Systems in Unincorporated Areas of Riverside County or Over County Properties. (Click here for full list of guidelines & insurance requirements as stated on the RCFC website)

RCFC PERMIT APPLICATION #:

Date Production Company
Type of Production Production Title
Proposed Film Date(s) Production Contact
Contact's Cell# Email Address
Location Address Hours of UAS Activity
Location Address #2 Hours of UAS Activity
UAS Company Primary Contact
Address Cell#
Email Address

UAS / AIRSPACE INFORMATION

Make/Model of Aircraft Registration#
Make/Model of Aircraft Registration#
Total Payload Weight (incl. UAS/camera/additional equipment)
Class of Airspace UAS Activity Will Occur in: B C D E G
Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation? Yes No
REMINDER: if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.

UAS OPERATING AUTHORITY:
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 County Property

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 RCFC 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 unincorporated Riverside County or over county owned properties will be granted. RCFC 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 Unincorporated Riverside County

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 Riverside County Film Commission (RCFC) 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.) Riverside County Film Commission is a Division of the Riverside County Office of Economic Development

Information Questionnaire

RCFC requires that a questionnaire be completed by the Remote Pilot when he/she is retained by a production to fly UAS over county 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.

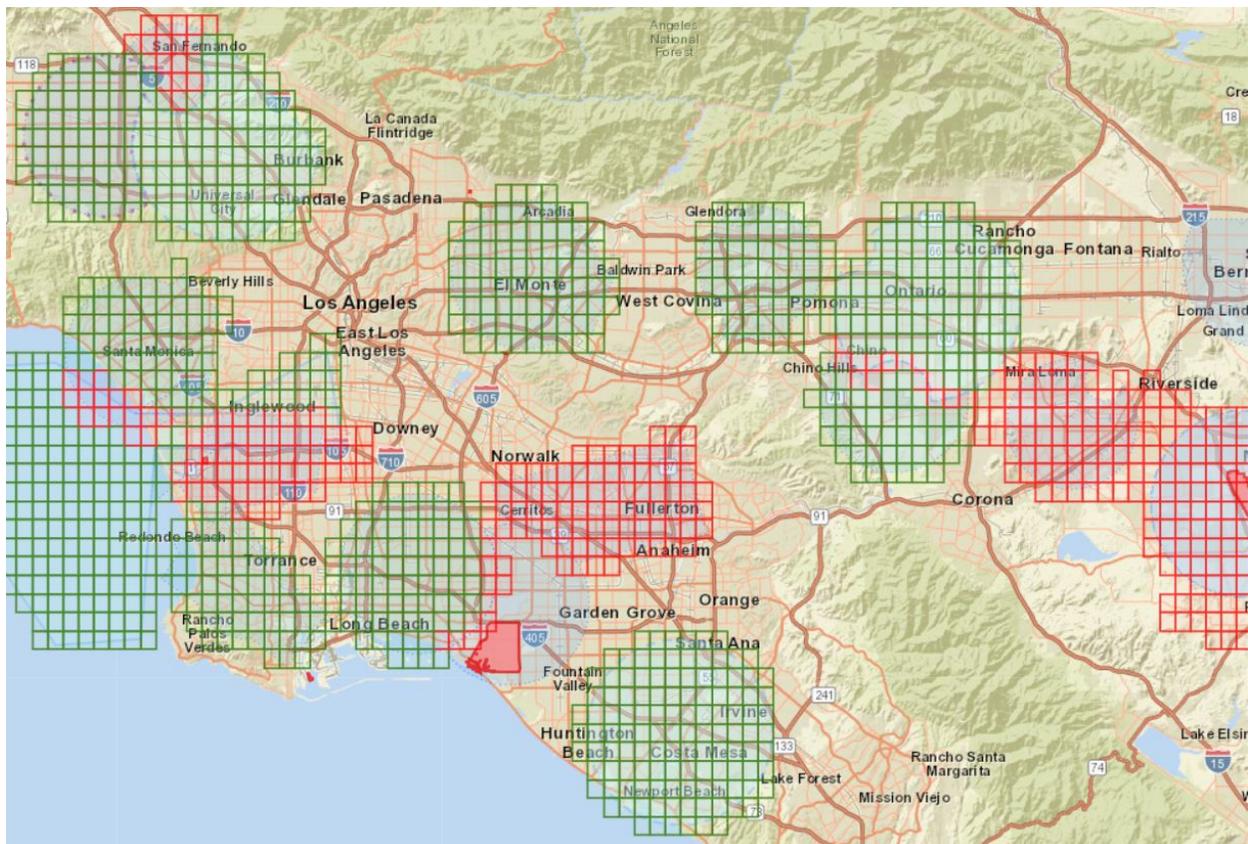
UAS Facility Maps

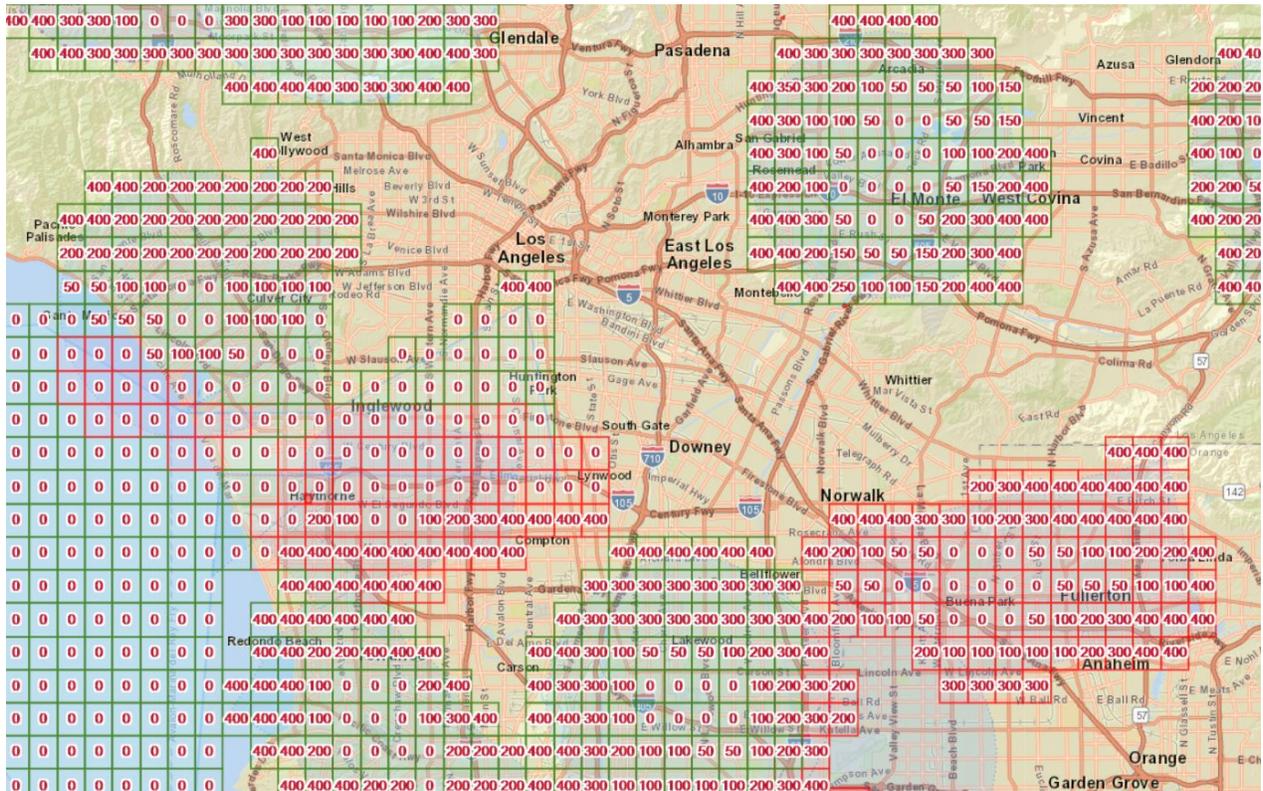
UAS Facility Maps show the maximum altitudes around airports where the FAA may authorize Part 107 UAS operations without additional safety analysis. The maps should be used to inform request for Part 107 airspace authorizations and waivers in controlled airspace. NOTE: these maps DO NOT authorize operations 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.

These are sample facility maps:





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 RCFC 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 County 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:

Riverside County Film Commission is a Division of the Riverside County Office of Economic Development

- 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 county 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.

Riverside County Film Commission is a Division of the Riverside County Office of Economic Development

- 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 County of Riverside, 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/>

Riverside Office:
4080 Lemon Street, 10th Floor
Riverside, CA 92501
Phone: (951) 955-4777 ~ Fax: (951) 955-4886



Palm Desert Office:
77-933 Las Montañas Rd., Ste 201
Palm Desert CA 92211
Phone: (760) 863-8886 ~ Fax: (760) 863-7072

PYROTECHNICS APPLICATION

Office Use Only

Plans Received

FD Permit # _____

I/we hereby make application for a permit to utilize pyrotechnic effects as defined by the California State Health & Safety Code, and agree to comply in every particular with the law pertaining thereto as set forth in Part 2 of division II of the Health & Safety Code, and the rules and regulations adopted by the State Fire Marshal.

EVENT INFORMATION

Event Name: _____ Event Contact: _____
 Address: _____ Phone: _____
 City/ Zip: _____ Type of Event: _____
 Event Date(s): _____ Time Start: _____ Time End: _____ Total # of people: _____

APPLICANT/SPONSORING ORGANIZATION INFORMATION

Company Name: _____ Applicant Name: _____
 Address: _____ Phone: _____
 City/ Zip: _____ Email: _____

PYRO COMPANY INFORMATION

Company Name: _____ Public Display Lic. # _____
 Address: _____ Phone: _____
 City/ Zip: _____ Email: _____

PYROTECHNIC OPERATOR INFORMATION

Name of CA License Operator Supervising Display: _____
 License Class: _____ License # _____

OFFICE USE ONLY

Fee Paid: _____ Date Paid: _____ Check#: _____ Received By: _____ Receipt#(OCR) _____ Standby Fee: _____	<p style="text-align: center;">Permit for <u>Transportation</u></p> <p style="text-align: center;"><input type="checkbox"/> Granted <input type="checkbox"/> Denied</p> Signature: _____ Title: _____ Date: _____ Person Assigned: _____ Cell: _____	<p style="text-align: center;">Permit for <u>Pyrotechnics</u></p> <p style="text-align: center;"><input type="checkbox"/> Granted <input type="checkbox"/> Denied</p> Inspected by: _____ Title: _____ Date: _____
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PRODUCT INFORMATION

Name of wholesaler supplying all devices to be used in display:	Wholesale State License #:
Name of importer/exporter supplying all devices to be used in display:	Importer/exporter State License #:

Devices or Effect Description (type & size) <small>*Attach additional sheets if needed</small>	No. of Devices	Approx. Burn Time	Approx. Height	Approx. Width	Approx. Travel Distance	Approx. Drop	Approx. Diameter	Mortar Type(s)
Firing method: <input type="checkbox"/> Manual <input type="checkbox"/> Electric <input type="checkbox"/> Both	Will reload/ refueling be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No			Will it affect airport traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If "yes", pyrotech is responsible to notify FAA</small>				
Ceiling Height (if indoors)				Fall Out Zone (Distance in feet):				

LOAD SITE & STORAGE INFORMATION FOR DEVICES & EFFECTS

Location of storage PRIOR to shipping to display site:	Departure date from storage location:
Storage Address & City:	
Route(s) being used:	
Location of storage DURING display:	Describe provisions for return of unused/unfired product after display.
Location of storage of unused/unfired product (if applicable).	

INSURANCE INFORMATION

Policy number of Employee Compensation Insurance:	Policy number of Public Liability Insurance: (attach copy)
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**SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE
APPLICATION FOR THIRD PARTY USE OF COURT FACILITIES**

FA001

INSTRUCTIONS: Return completed application to the Riverside County Superior Court Executive Office, 4050 Main Street, Riverside, CA 92501. You may also fax the completed forms to (951) 777-3164 or e-mail to CourtExecutiveOffice@riverside.courts.ca.gov. Attach additional pages, if necessary, and all supporting documentation. Submit at least 30-days in advance of the desired date of use. See attached application process for additional information.

1. Contact person: _____ Phone number: _____
E-mail: _____ Fax number: _____
Address: _____

2. Organization name: _____ Phone number: _____
E-mail (if different from above): _____
Organization address: _____
Type of organization: _____

If organization has a court employee contact, please answer the following:

Employee name: _____ Phone number: _____
Job title: _____ Court location: _____

3. Court facility requested (e.g. HOJ, Historic, etc.): _____
Area(s) of event location requested (i.e. courtroom, jury lounge, etc.): _____

Historic Courthouse Only:

Are you requesting to serve food: Yes No Beverages? Yes No

Historic Courthouse area(s) requested:

Yes No *Rotunda*

Yes No *Department 1 (No food/drink)*

Yes No *Other Courtroom* _____ *(No food/drink)*

4. Date(s)/Time(s) requested:

Date: _____ Time (from): _____ a.m. / p.m. (to): _____ a.m. / p.m.

Date: _____ Time (from): _____ a.m. / p.m. (to): _____ a.m. / p.m.

5. Expected number of participants:

Court employees: _____

Non-Court employees: _____

Described the intended use of the facility:

I agree to comply with the court's Policy for Third Party Use of Court Facilities #C.10.11 and any additional conditions specified for my event.

(DATE)

(SIGNATURE – ELECTRONIC SIGNATURE ACCEPTABLE)

COURT EXECUTIVE OFFICE USE ONLY

Date Received/Initials: _____ / _____

Request for use of _____ is:

Denied

Granted

Granted with modifications or restrictions listed below:

(DATE)

(PRESIDING JUDGE OR EXECUTIVE OFFICER SIGNATURE)

APPLICATION PROCESS

Any third party wishing to use court facilities for any purpose must submit a completed Application for Third Party Use of Court Facilities to the court's Presiding Judge or Executive Office for approval. Whenever possible, requests should be submitted at least 30 days in advance of the desired date of use. All requests must be made to the court's Presiding Judge or Executive Officer, and may not be made directly to, or approved by, judicial officers. If a request involves the use of an assigned courtroom, the Presiding Judge or Executive Officer will consult with the judge presiding in that courtroom when considering the request. Any approvals may be withdrawn by the court at any time, without cause, written notice or explanation.

APPROVAL CONDITIONS

As a condition of approval for the use of court premises, the court may require that the requestor agree to one or more of the following conditions:

- A. Reimburse the court or directly pay for any security expenses. A deputy will be present for the entire event. If a courtroom is used, a deputy will be present in the courtroom during the entire time the courtroom is open.
- B. Reimburse county or the Judicial Council of California for the salary and benefits of a facilities or building engineer used onsite to operate court electrical, HVAC and any other systems affected by the use of the facility.
- C. Provide proof of liability insurance to include indemnifying the court and the county or Judicial Council of California for use of the facility, naming the court and the county or Judicial Council of California as additional insureds.
- D. Pay any costs and indemnify the court and court personnel against any claims or litigation arising from the use of the facility, including any claims or litigation challenging whether the use is proper.
- E. Acknowledge in writing and agree to inform participants of approved usage of court facility.
- F. Comply with any other requirements as may be determined by the Presiding Judge or Executive Officer.

RESTRICTIONS

- A. Side and back hallways, stairs, elevators, and floors other than areas approved are not approved for use or access.
- B. Food and/or beverages are not allowed in any courtroom or carpeted area.
- C. Furniture or equipment currently located in the facility is not to be moved from its current location.
- D. Non-mounted chairs may be moved in the courtroom, however must be returned to their original location at the end of the event.
- E. Electronic equipment in any courtroom is not to be moved or modified for any purpose.
- F. Tape and/or tacks are not allowed on any wall, furniture, floor or carpet.

RENT SCHEDULE
OLD HISTORIC COURTHOUSE
COUNTY OF RIVERSIDE, CALIFORNIA
4050 Main Street, Riverside, CA 92501

STANDARD RATES

	<u>Area</u>	<u>Rate Per Hour</u>
<u>WEEKDAY EVENING:</u> (Monday through Thursday)	Ceremonial Courtroom	\$ 100
	Rotunda	350 (Maximum of \$1,400)*
<u>WEEKENDS:</u> (Friday Evening through Sunday)	Ceremonial Courtroom	\$ 150
	Rotunda	500 (Maximum of \$2,000)*

* No additional charge for use of facilities in excess of 4 hours

SECURITY DEPOSIT

\$ 1500 (refundable)

NON-PROFIT ORGANIZATION RATES

	<u>Area</u>	<u>Rate Per Hour</u>
<u>EVENINGS:</u> (Monday through Friday)	Ceremonial Courtroom	\$ 50 (Maximum of \$300)
	Rotunda	50 (Maximum of \$300)
<u>WEEKEND DAYS:</u> (Saturday and Sunday)	Ceremonial Courtroom	\$ 50 (Maximum of \$300)
	Rotunda	50 (Maximum of \$300)

SECURITY DEPOSIT

\$150 (refundable)

NO FEES

As per Board Policy H-20, "No fees/deposits will be charged to either county-approved tours of facilities or other public government agencies."