



Dear Permit Applicant:

The following information is related the Barstow Filming Permit Application. Please complete and return the application with a Map indicating the specific location you wish to use, please include address and/or GPS coordinates where possible. The completed Application, Insurance Certificate, Letter of Endorsement, Map and payment must be received before the Application can be processed. It is important to list all props that will be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes or helicopters used in your shoot. The applicant who is responsible for the shoot must be named on and sign the Application.

Fire Requirements: Fire Department resources are assigned on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will charge their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Fire Department Equipment.

Insurance Requirements: The Production Company shall maintain at all times during the term of the Film Permit a \$1,000,000 per occurrence in Commercial General Liability Insurance for bodily injury, personal injury and property damage. All such policies shall name the City of Barstow, its officers, officials, departments, employees and agents as Additional Insured under such policies (see specific instructions on page 2).

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

All policies shall contain a provision stating that the Production Company's policies are PRIMARY insured and that insurance of City or any named Additional Insured will not be called upon to contribute to any loss.



6185 Magnolia Ave, #305 | Riverside, CA 92506 | 844-4-IE-FILM (443-3456)
barstow@iefilmpermits.com | www.iefilmpermits.com

All insurance policies are to be placed with Insurers with a current A. M. Best rating to no less than "A-" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide proof of general liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Barstow, its officers, officials, departments, employees, agents and volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim: **The City of Barstow, 220 East Mountain View Street, Ste "A", Barstow, CA 92311 and its officers, officials, departments, employees, agents and volunteers are named Additional Insured on General liability policies** (add **"and Auto liability policies"** if auto is required by the City).

An additional Aircraft Liability Insurance Certificate and Letter of Endorsement are required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **A POA with map and stamped FAA approval is required.**

In the event that drones will be used, an additional USA/ Aircraft Liability Insurance Certificate and Letter of Endorsement are required in the amount of \$2 million, using the verbiage above. A copy of the pilot's FAA issued Remote Pilot license, FAA Drone registration card and a POA with map are also required.

Workers Compensation Requirements: Proof of workers compensation insurance is required.

Please email your permit and accompanying documents to barstow@iefilmpermits.com no less than 5 business days prior to filming (7 business days if Police or Fire are required). Any filming on City roads can take 14-30 business days.

Fees & Payment: Payment is required in advance before the permit can be processed. The Film Permit fee is \$350 (non-refundable) for motion and \$200 for Stills (non-refundable). There is also an IEFS services fee of \$235 (non-refundable). Payment will be accepted via Square.com and must be received upon receipt. Convenience fees and other miscellaneous are applied to the total. All fees are non-refundable and subject to change without notice. Contact your IEFS representative for more details.

If filming on City owned property, please contact Inland Empire Film Services so they can determine the availability of that location. All permits are on hold until confirmation of property owner approval is confirmed and payment is received. If you have any other questions, please contact Inland Empire Film Services at (844) 443-3456 (or (909) 460-8100 if calling internationally) or via email at barstow@iefilmpermits.com.





Prod. Type: ☐ Still Photography ☐ Commercial ☐ TV-Reality ☐ TV-Episodic ☐ TV-Other ☐ Music Video
☐ Documentary ☐ Industrial ☐ Corporate ☐ Feature ☐ Other_____

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

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.

Traffic: Will this project require traffic control? ☐ No (skip to Stunts/special Effects) ☐ Yes (continue)
☒ **Road Encroachment Permit Attached**

Police Required: ☐Yes ☐No **Fire Dept. Required:** ☐Yes ☐No **City Parks Approval Required:** ☐yes ☐No

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.

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

City of Barstow

Photography / Filming Permit Application Addendum

Addendum-1

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

A. PROPERTY OWNER

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

Signature _____ Date _____

Mailing Address

Phone Number

B. LEGAL REPRESENTATIVE

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

Signature _____ Date _____

Mailing Address

Phone Number





BARSTOW ENGINEERING DEPARTMENT
ROAD ENCROACHMENT PERMIT APPLICATION

Fee: _____

PLEASE PRINT OR TYPE

COMPANY NAME _____

DATE(S) OF ACTIVITY _____

PERMITTEE NAME _____

ACTIVITY START TIME _____

TITLE _____

ACTIVITY END TIME _____

MAILING ADDRESS _____

OFFICE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

CELL NUMBER _____

PERMITTEE SIGNATURE _____

PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A MAP SHOWING YOUR LOCATION):

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

Issuance of permit WILL be in conjunction with an approved City Film Permit

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (✓ one) YES ☐ NO ☐

WILL THERE BE ANY STUNTS/WEAPONS? YES ☐ NO ☐

If yes to either of the above, an approved Special Effects and Hazardous Conditions Worksheet is required

FOR CITY USE ONLY

Officers needed as follows: _____

Traffic Control Devices recommended: _____

BARSTOW POLICE APPROVAL

AUTHORIZED SIGNATURE

PRINT NAME

()

PHONE NUMBER

OFFICE IN CHARGE OF FILMING ACTIVITY

PRINT NAME

()

PHONE NUMBER

()

CELL NUMBER



**CITY OF BARSTOW
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.
2. Permittee is responsible for providing appropriate feed and water for the animals. Plant eating animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the City of Barstow. When not in use, animals will be corralled either by the use of a free standing fenced corral, being tied to a parked vehicle, or housed within a trailer in a parking area or road.
3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc).

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

Permittee Signature

Permittee Name (please print)

Title

Phone number

Date

Animal Wrangler Signature

Animal Wrangler Name (please print)

Address

City, State, Zip

Phone number

Date



Date _____

Special Effects and Hazardous Conditions Worksheet

Special Effects Coordinator _____ CA Pyro License # _____
(Please provide a legible copy of the front and back of your CA Pyro License along with this form)

SFX Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ CA Pyro License # _____

Assistants _____ CA Pyro License # _____

Production Company _____ Contact Person _____

Office # _____ Cell # _____

Weapons Master/Armorer _____ Cell # _____

SFX/Weapons Materials and Activity (please note quantities to be used for each material listed): _____

Date(s) of Activity: _____ Time(s): _____

SFX Coordinator Signature _____ Date _____

Weapons Master/Armorer Signature _____ Date _____

Production Co. Signature _____ Date _____

Fire Approval _____ Date _____

Police Approval _____ Date _____

This form & a copy of the SFX Coordinator's CA pyro license(s) (front and back) / copy of Armorer's permits & licenses are required before a permit can be issued



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

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 Barstow Film Office (BFO) recommends the use of a visual observer for safer UAS operations.**

Under Part 107 Rules, the FAA no longer requires:

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

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

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

Information Questionnaire

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

UAS Operating Authority

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

Educational Use of UAS

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

Before a permit will be issued, students must submit:

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

Student filmmakers must:

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

- Notify the airport
- Never fly near emergency response efforts

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

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

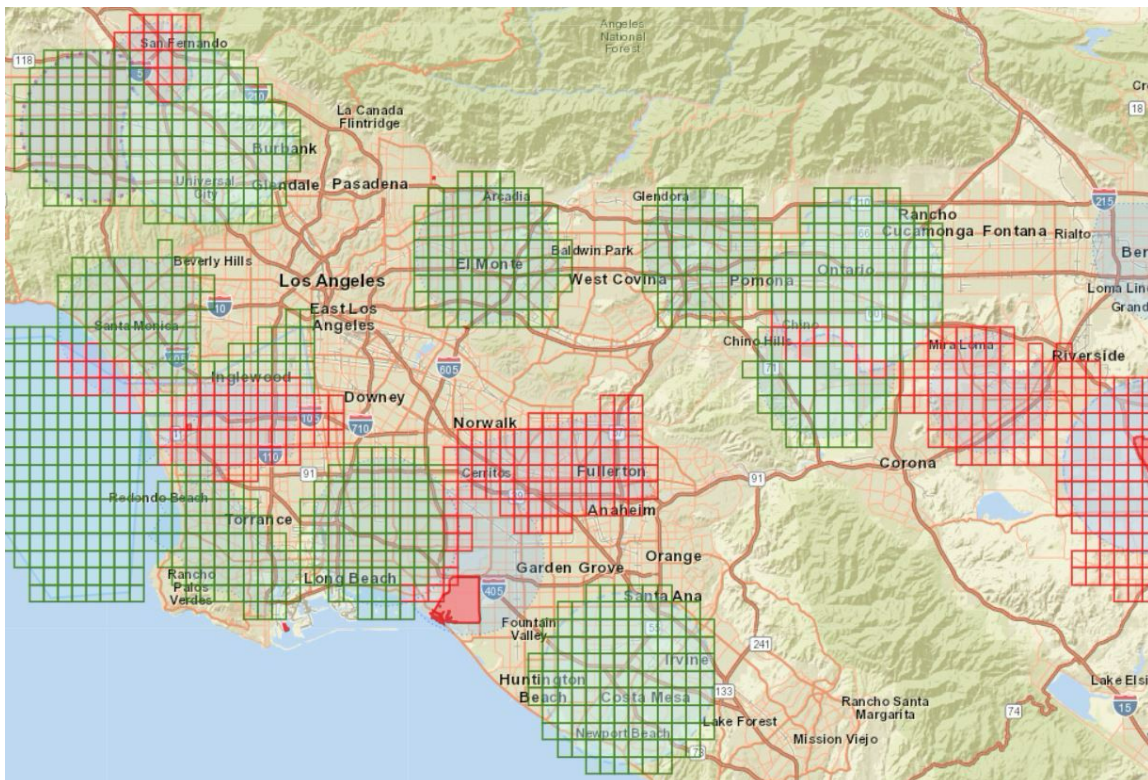
UAS Facility Maps

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

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

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

This is sample facility map:



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

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

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

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

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

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

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

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

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

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

For Frequently Asked Questions pertaining to Facility Maps:

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

Permitting Timeframe

Please allow **up to** ten (10) business days for BFO to process requests for film permits that include the use of small UAS and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Part 107 Remote Pilot does **not** guarantee permission to operate small UAS within City Jurisdiction.

UAS Pilot Certification Information

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

Permit Applications: Operating Authority - 14 CFR Part 107

Those applying under Part 107 are required to submit:

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

Basic provisions of 14 CFR Part 107 include:

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

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

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

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

For International Filmmakers

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

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

No Drone Zones

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

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

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

INSURANCE REQUIREMENTS

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

1. Proof of Unmanned Aircraft Systems (UAS) coverage (listing the specific aircraft to be used) with a **limit of at least \$2,000,000**. This can be submitted in one of two ways:
 - a. If UAS coverage is being added to a general liability policy, there must be a **separate endorsement** showing proof of UAS coverage.
 - b. A separate endorsement naming the City of Barstow its officers, agents and employees as Additional Insured (see wording listed on the film permit instructions).
2. Please note that all **separate endorsements** must be submitted as **separate attachments** (not included in the body of the certificate of insurance).

IMPORTANT NOTES

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

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

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

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



Request to Use Unmanned Aircraft Systems in the City limits of Barstow

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) | ☐ Night flight (§107.29) |
| ☐ Operating from a moving vehicle (§107.25) | ☐ Flight altitude restrictions (§107.51) |
| ☐ Operating multiple small UAS' (§107.35) | |

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

Signature of Remote Pilot in Command or Authorized Company Representative

Print Name _____ Title _____

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

Signature of Student Operator

Print Name

Best Practices for UAS Operations Over City Property

Although not specified in Part 107 Rules, the BFO 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 ten (10) business days for the BFO to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS in the City limits of Barstow or over City owned properties will be granted. BFO reviews applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.