Dear Permit Applicant:

The following information is related the San Dimas Filming Permit Application. Please complete and return the application with a map indicating the specific location you wish to use noting where your vehicles will be parked, where you will base camp and where equipment and people will be located. Please provide GPS coordinates if an address is not available. The completed Application, Insurance Certificate, Insurance 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, helicopters or drones 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. However, a Fire Permit is required for each shoot. If it is determined that your shoot requires Fire Department resources, you will be notified of any requirements and fees.

Monitors: Monitors are assigned on a case-by-case basis, but all productions will have a spot inspection by a monitor. If it is determined that your shoot requires a monitor, you will be notified of any requirements and fees.

Fees: Below are required fees pertaining to filming in the City of San Dimas:

Application Fee:	$500/1-7 days	Fire Permit Fee:	$282
Application Fee:	$550/8-14 days	Road Encroachment Fee:	$577.94
Application Fee:	$600/15-21 days	Park Fees:	varies
Application Fee:	$500/ea. wk passed 21 days	City owned Properties:	varies
Application Fee:	$100/Stills	IEFS Service Fee:	$235

~Other fees may apply~

All fees are non-refundable unless deemed otherwise by the City or IEFS. Convenience fees are required and cannot be waived. Fees are subject to change without notice.

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 San Dimas, Et al as Additional Insured on both the Certificate of insurance and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent).

In addition, 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.

The Insurance Certificate *AND* Letter of Endorsement must read verbatim:

The City of San Dimas, Et al, 245 E. Bonita Ave, San Dimas, CA 91773, are additionally insured with respects to liabilities arising out of the performance of operations hereunder.

An Insurance Certificate and Letter of Endorsement of aircraft liability insurance are required in the event of the use of airplanes or helicopters in the amount of $10 million, using the verbiage above. **POA, FAA approval, in writing, is required.**

An Insurance Certificate and Letter of Endorsement of UAS/aircraft liability insurance are required in the event of the use of UAS/Drones in the amount of $2 million, using the verbiage above. **Copy of FAA Pilot License(with current knowledge Test Certificate if more that 2 years old), copy of FAA Drone Registration Card, drone application, POA with map(s) of flight path are required.**

Workers Compensation Requirements: Proof of workers compensation insurance is required. A waiver is available on a case-by-case basis.

In order to process the application in a timely manner, the application, insurance documents, payment and all other required documents must be received 3-4 business days prior to filming (7-10 business days for roads and pryo).

Please contact Inland Empire Film Services once a location has been chosen to determine the availability of that location. All reservations are tentative until we receive written confirmation of property owner approval. If you have any other questions, please contact Inland Empire Film Services at 844-443-3456 or via email at sandimas@iefilmpermits.com.

SAN DIMAS FILM OFFICE

FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE INDUSTRY: You are guests and should treat this location, as well as the public, with courtesy. We all need to work toward improving our relationship with the local communities in which we work, so that filming stays in California. The follow are a few guidelines to abide by to help ensure your return to this region:

1. It is **HIGHLY RECOMMENDED** that a Location Manager is on location at all times during filming.

2. Production, cast, and crew vehicles arriving on location in or near a residential neighborhood should:
   a. Not enter the area before the time stipulated on the permit
   b. Observe designated parking areas
   c. Park one at a time (production vehicles only)
   d. Turn off engines as soon as possible

3. Do not trespass onto neighbors' or merchants' property. Please remain within the boundaries of the property that has been permitted for filming.

4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of said vehicle.

5. Cast and crew meals should be confined to the area designated on the permit. All catering, craft service, construction, strike and personal trash must be removed from the location BEFORE the permit expires.

6. Removing, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

7. All signs erected/removed for filming purposes will be removed/replaced upon expiration of the permit unless otherwise stipulated on the permit.

8. Please keep all noise levels as low as possible.

9. Observe designated smoking areas and **<u>always</u>** extinguish cigarettes in butt cans.

10. The cast and crew should not bring guests or pets to the location, unless expressly authorized, in advance, by the permit authority, property owner and the company.

11. All sets and props should be removed upon completion of their use or before the permit expires – whichever comes first.

SAN DIMAS
Film Office

Permit #: _____

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____ **Project Title:** _____
Company: _____ **Contact Name & Title:** _____
Address: _____ **Cell #:** _____
_____ **Email:** _____
_____ **Prod. Mgr.:** _____
Co. Phone: _____ **Cell #:** _____
Co. Fax: _____ **Other Contact:** _____
Prod. Dates: _____ **Cell #:** _____

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.:** _____

Vehicle / Equip. Detail: (Provide exact number of each item to be used at filming location(s)) **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 an 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)	First In-Taillights	Details	Prep/Film/Strike

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

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

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)
☐ **LA FIRE Application Attached**

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

Aircraft/Drones: Will this project require the use of any aircraft/Drones? ☐No (skip to Aircraft) ☐Yes (continue)
See attached Insurance requirement - Permit will not be issued without proper insurance.
☐ **Additional Aircraft/Drone Insurance attached**
☐ **Additional Aircraft/Drone Insurance will be submitted by:_____ am/pm on_____.**
☐ **FAA Approval attached (aircraft only)**
☐ **FAA Approval will be submitted by:_____ am/pm on_____.**

Section below to be complete by City Permit Staff ONLY.

Permit #:_____
Processing Fee: $_____
Road Permit Fee: $_____
Fire Permit Fee: $_____
Fire Bond: $_____
Police Fee: $_____
Police Bond: $_____
Other (explain)**: $**_____
_____
TOTAL: $_____
Other Provisions:_____
_____
_____

Approved by:_____
Name:_____
Title:_____
Attachments:
☐ Road Encroachment Permit
☐ Fire Permit / Weapons Permit
☐ General Liability Insurance Documents
☐ Aircraft/Drone Insurance Documents
☐ FAA Approval
☐ Animal Stipulations
☐ Property Owner Permission Form(s)
☐ 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 incurrred 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:_____

San Dimas Film Office
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. I also consent to any city representative or Film Office monitor to enter the property at anytime during filming to monitor production and enforce city rules and regulations.

_____
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. I also certify the owner consents to any city representative or Film Office monitor to enter the property at anytime during filming to monitor production and enforce city rules and regulations.

_____
Signature Date

_____

_____
Mailing Address

_____
Phone Number

SAN DIMAS
Film Office

Waiver of Subrogation Rights

Permittee waives all claims against the City, its officers, agents and employees, for loss or damages caused by, arising out of, or in any way connected with the exercise of right of entry and use under this permit except for the sole negligence of the City, its officers, agents or employees.

Permittee agrees to indemnify, defend with counsel (reasonably approved by City) and hold harmless the City and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of filming within the City limits from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the City on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Permittee's indemnification obligation applies to the City's "active" as well as "passive" negligence but does not apply to the City's "Sole negligence" or "willful misconduct" within the meaning of California Civil Code Section 2782.

Permittee shall be solely responsible and liable for any damage to natural resources, equipment, structures, personal property, or persons caused by, arising out of, or in any way connected with the exercise of the rights granted to

Permittee Signature _____ Date _____

Permittee Name (printed) _____

Production Company _____

Production Company Address _____

Permitee Cell Phone _____

SAN DIMAS
Film Office

CITY OF SAN DIMAS
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 days prior to filming **AND** during filming on-location within the City of San Dimas. 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

_____
Permittee Name (please print)

_____
Title

_____
Date

_____
Animal Wrangler Signature

_____
Animal Wrangler Name (please print)

_____
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 San Dimas Film Office:

- One (1) copy of the finished product in one of the following formats:
  - Digital download (i.e. feature, TV, video, commercial, music video, etc.)
  - Digital download and/or PRINT COPY (i.e. stills, digital photos, issue of magazine, issue of catalog, etc.)

- Acknowledgement through the film credits for portions shot in the City of San Dimas. 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:
  - Filmed on location in the City of San Dimas, CA
  - Thanks to the San Dimas Film Office

_____

Permittee Signature

_____

Permittee Name (please print)

_____

Title

_____

Date

_____

_____

Production Company Address

_____

City, State, Zip

_____

Office Phone Number

_____

Cell Phone Number

SAN DIMAS
Film Office

Re: Workers Compensation

To Whom It May Concern:

I, the undersigned, as an authorized agent for the Company listed below, certify under penalty of perjury under the laws of the State of California that _____ (company name) does not have any employees, and the owner(s) have elected not be covered by workers' compensation insurance. Because of this _____ is not required to have workers' compensation insurance.

Should _____ have any employee(s) in the future it will obtain workers' compensation coverage as per the California Labor Code 3700.

Sincerely,

Permittee Name _____

Permittee Signature _____

Permittee Phone _____

LOS ANGELES COUNTY FIRE DEPARTMENT

FIRE PREVENTION DIVISION - PUBLIC SAFETY & FILM UNIT

14425 Olive View Drive, Sylmar, California 91342
Office (818) 364-8240 FAX (818) 364-8242
psfu@fire.lacounty.gov

MOTION PICTURE / FILMING PERMIT REQUEST

IN ACCORDANCE WITH CHAPTER 1, SECTION 105 OF THE 2011 L.A. COUNTY FIRE CODE AND/OR IN ACCORDANCE WITH TITLE 19, CALIFORNIA CODE OF REGULATIONS, FOR THE FOLLOWING:

This permit shall constitute permission to conduct motion picture, television, commercial, and related filming productions. Such permit shall not take the place of any license required by law. The Motion Picture/Filming fee is $282.00.

APPLICANT INFORMATION

Name: *			E-Mail: *	
Address: *		City: *	State: *	**ZIP: ***
Office Phone #: *	Ext:	Cell Phone #: *	Agency Permit #:	Application Date: *

*Required

PRODUCTION COMPANY INFORMATION

Production Company Name: *			
Address: *	City: *	State: *	ZIP: *
E-Mail: *	Office Phone #: *	Ext:	FAX #: *

*Required

FILMING LOCATION/DATES/TIMES

Production Title: *					Production Type: *	
Location Manager: *					Cell Phone #: *	
Primary Location Address: *				Date: * to		Time: *
Cross Street:	# Cast on Site: *	# Crew on Site: *	# Extras on Site: *	Aircraft* ☐ Y ☐ N	# of Generator(s): *	TG Map:
Summary of Scene: *						
Secondary Location Address:				Date: to		Time:
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft ☐ Y ☐ N	# of Generator(s):	TG Map:
Summary of Scene:						
Additional Location Address: PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY				Date: to		Time:
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft ☐ Y ☐ N	# of Generator(s):	TG Map:
Summary of Scene:						
Base Camp Location/Address:						TG Map:
Prep Date:			Strike Date:			

*Required

FILMING ACTIVITIES

☐ Open to Public	☐ Driving Scene	☐ Special FX	☐ Car Explosion	☐ Fire Bars	☐ Street Closure	☐ Helo Activity Landing
☐ Closed to Public	☐ Drive Ups/Away	☐ Breaking Glass	☐ Dust Hits	☐ Fire Effects	☐ Aircraft Landing	☐ Helo Activity Take Off
☐ Exterior Dialogue	☐ Drive By's	☐ Bullets/Squib Hits	☐ Explosions	☐ Sparks	☐ Aircraft Flyovers	☐ Vacant Building
☐ Interior Dialogue	☐ Still Photo	☐ Bum Barrels	☐ Fire Ball	☐ Posted Parking	☐ Aircraft Refueling	

☐ Other _____

FIRE DEPARTMENT REQUIREMENTS – PUBLIC SAFETY & FILM UNIT USE ONLY (Form 394A Rev 5/2011)

FSO☐ FSA☐ FI☐ WATER TRUCK☐ ISSUED BY DATE REMARKS

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

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 San Dimas Film Office (SDFO) 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

SDFO 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

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.

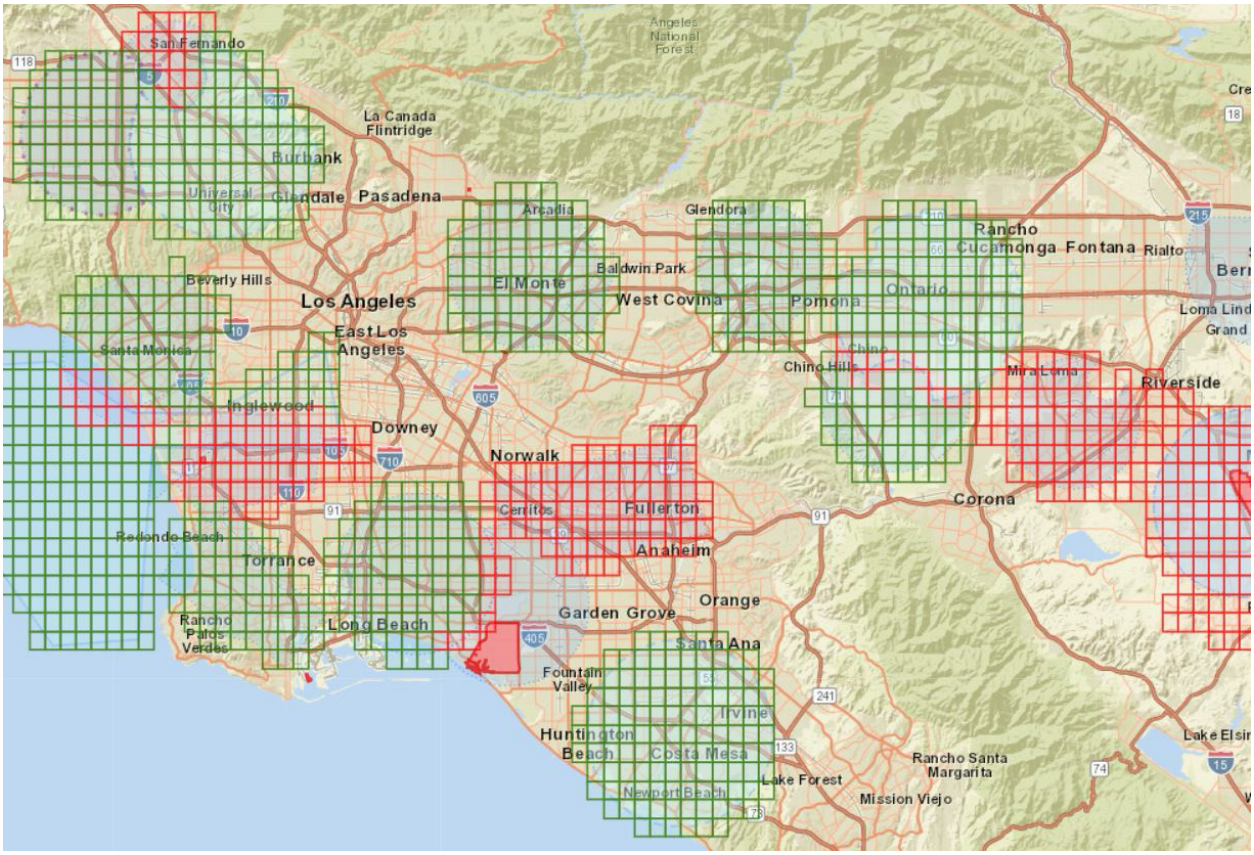
UAS Facility Maps

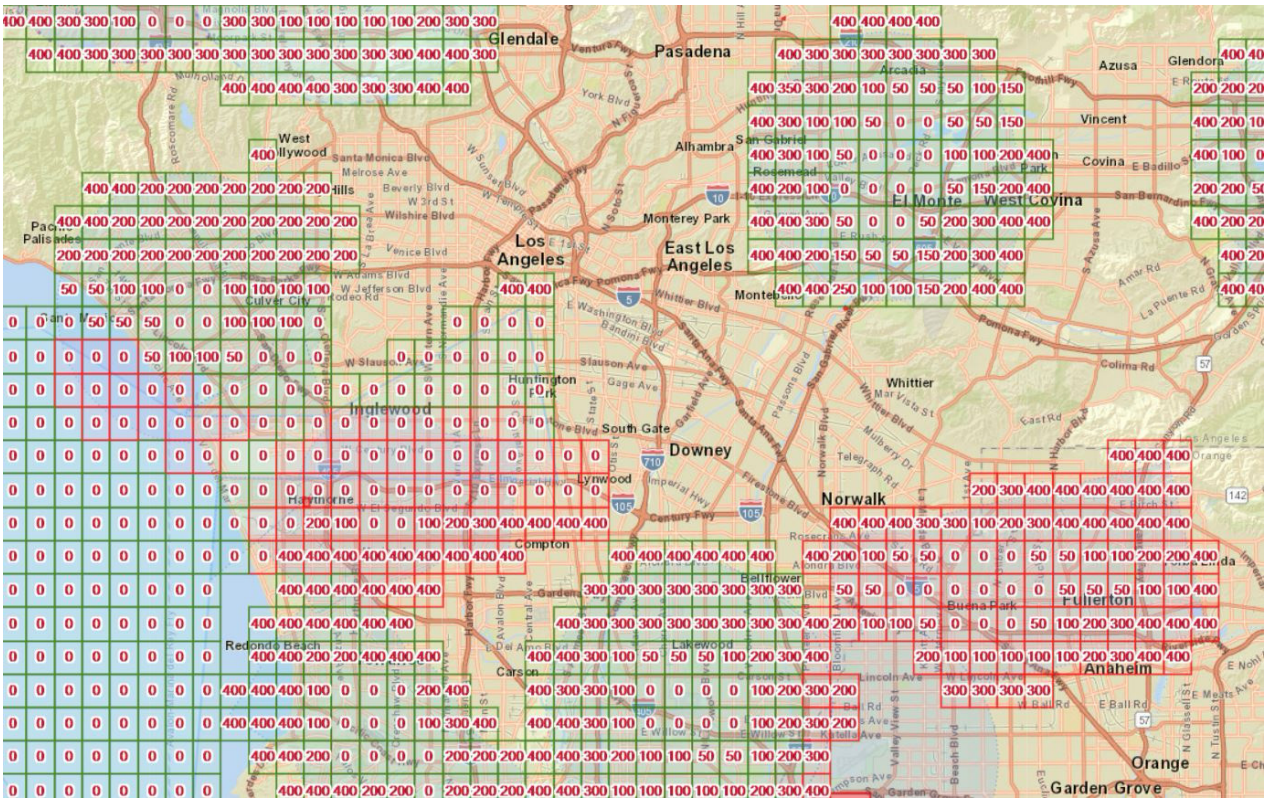
UAS Facility Maps show the maximum altitudes around airports where the FAA may authorize Part 107 UAS operations without additional safety analysis. The maps should be used to inform request for Part 107 airspace authorizations and waivers in controlled airspace. NOTE: these maps DO NOT authorize operations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

Here are two of the mobile apps now being used by UAS remote pilots are **AIRMAP** and **AIRDATA**, but there are now serval to choose from.

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

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

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

For Frequently Asked Questions pertaining to Facility Maps:
UAS Facility Maps FAQ

Permitting Timeframe

Please allow ***up to*** seven (7) business days for SDFO 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 (aka 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, but highly reccomended.
- 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 to the Department of Transportation (DOT) Office of International Aviation, Foreign Air Carrier Licensing Division. CLICK HERE for contact information.

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.**

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, law enforcement official, SDFO Monitor or any other City staff 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 within City of San Dimas jurisdiction or Over City Properties.

SAN DIMAS Film Office

SDFO 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**
_____ *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
☐ Detailed description of proposed UAS activities
☐ Certificate of Insurance & Endorsement
☐ Certification letter from school (on school stationery)
☐ Name of community-based organization's safety guidelines under which you will be operating

WAIVERS: Please note that students may not apply for FAA waivers. For Part 107 Remote Pilots: if you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.

- ☐ Flight over non-participants (§107.39)
- ☐ Operating from a moving vehicle (§107.25)
- ☐ Operating multiple small UAS' (§107.35)
- ☐ Night flight (§107.29)
- ☐ Flight altitude restrictions (§107.51)

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

_____

Signature of Remote Pilot in Command or Authorized Company Representative

Print Name_____ Title_____

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

_____ _____

Signature of Student Operator *Print Name*

Best Practices for UAS Operations Over City Property

Although not specified in Part 107 Rules, the SDFO 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 SDFC 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 San Dimas jurisdiction or over City owned properties will be granted. SDFO 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 SDFO at: sandimas@iefilmpermits.com