



City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION
PLANNING DIVISION
HOUSING/REDEVELOPMENT DIV.

(805) 449-2500
(805) 449-2323
(805) 449-2393

CITY OF THOUSAND OAKS • FILM PERMIT APPLICATION INSTRUCTIONS

- Completed application
- Filing Fee: \$310/day motion picture, \$160/day still photography (non-refundable). *Please include prep/teardown filming activity days if they meet the description of "staging" in TOMC Title 4, Public Safety, Chapter 8 Film Permits.*
- Parking plan: Parking plan should show equipment, all areas utilized for the parking of vehicles associated with the filming activities. Parking should be limited within residential zones to the greatest extent possible to minimize impact on area residents. *Parking at a location other than the filming location will require a separate film permit application if it meets the description of "staging" in TOMC Title 4, Public Safety, Chapter 8 Film Permits.*
- Insurance (2 forms):
 1. Certificate of Insurance: Comprehensive General Liability \$1,000,000 per occurrence, \$100,000 auto coverage, and statutory limits for Worker's Compensation or limits otherwise set by the City Risk Manager for hazardous activities. See attachment for insurance certificate requirements.
 2. Additional Insured Endorsement (Form CG 20 10 11 85 or similar): Must specifically identify the City of Thousand Oaks, its officials and employees.
- Property owner authorization letter: Letter signed by property owner authorizing the use of any private property for the period of filming.
- Notification of Location Filming Approval form: Approval signatures must be obtained from an adult occupant of each dwelling or owner or manager of each business as follows:

Location filming of three (3) days or less: At least 90% of the residences and businesses within two hundred (200') feet of the filming location.

Location filming of four (4) or more days: At least 95% of the residences and businesses within three hundred (300') feet of the filming location.

Still photography for one (1) day: Written consent of a dwelling or business immediately adjacent to or directly across the street from the still photography location.

Still photography of more than one (1) day: Written consent of at least 90% of the residences and businesses within two hundred (200') feet of the filming location.
- Fire Department Questionnaire for Filming Form: Responsibility of applicant to fill out and fax form to Fire Department.
- City of Thousand Oaks Business License: Copy of current City of Thousand Oaks business license or Business Certificate Application with appropriate fees. If you have additional questions, please contact Finance Customer Service at (805) 449-2200.

For assistance and information regarding Film Permits, please call the Community Development Department Code Compliance Division at (805) 449-2300.

FILM PERMIT APPLICATION

Please note: A completed Film Permit Application must be received at least 5 business days prior to any filming that requires police personnel assistance.

Date Application Submitted: _____

Date(s)/Time of Filming: _____ am/pm through _____ am/pm

Name of Production: _____

Film/Equipment Truck Location: _____

Description of Filming: _____

Firearms/Explosives to be used: Yes / No **Private Property / City Property***

Police personnel requested: Yes / No **Animals: Yes / No**

Estimated # of People: _____ **# of Vehicles:** _____

Company Name: _____ **Contact Person:** _____

Address: _____ **Phone Number:** _____

City, State & Zip Code: _____

Fax: _____ **Email Address:** _____

Applicant's Signature: _____

| Filming Activity | # of Days | Fee Per Day | Total Fee |
|---|---|---|-----------|
| Motion Picture | | \$310 | |
| Still Photography | | \$160 | |
| Use of Public Streets | | \$1,000 (\$600 non profit) | |
| Use of City Buildings/Property | | \$2,000 (\$1,600 non profit) | |
| Use of City Parking Facilities (Excluding Civic Arts Plaza) | | \$8: car or standard truck \$24: semi-tractor trailers | |
| <i>*including staging</i> | | | |
| Police Assistance Fee | To be billed for actual costs post event | | |
| Business License | \$60 processing fee + \$10/day or \$25/week | | |
| Total Fees and Charges | | | |

| FOR STAFF USE ONLY | |
|---|------------------------------------|
| <input type="checkbox"/> Approved (Conditions Attached) | Permit Number: _____ |
| <input type="checkbox"/> Declined, Reason(s) _____ | |
| <input type="checkbox"/> Cancelled | <input type="checkbox"/> Postponed |
| Community Development Signature: _____ Date: _____ | |



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Notification of Location Filming

Name of Film: _____

Filming Location: _____

Filming Date(s)/Time: _____

Traffic, noise and lighting impacts will consist of: _____

Staging including equipment vehicle(s), tents, generators, lighting, storage, etc., will be located at: _____

Simulated weapons will be used: Yes No

Animals will be used: Yes No If yes, type: _____

CONTACT INFORMATION FROM A FILMING REPRESENTATIVE IS REQUIRED TO BE LEFT WITH ALL PERSONS WITHIN THE WRITTEN CONSENT AREA.

Notification of Location Filming for: _____

The undersigned residents and/or businesses within the required notification area have been notified of the proposed filming location activities and have been given film company contact information:

| Name (Print) | Street Address | Signature | Consent | Do Not Consent | Date |
|--------------|----------------|-----------|--------------------------|--------------------------|-------|
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Notification of Location Filming for: _____

| Name (Print) | Street Address | Signature | Consent | Do Not Consent | Date |
|--------------|----------------|-----------|--------------------------|--------------------------|-------|
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Film Permit Applicant: Please check the appropriate filming notification.

- Location filming of three (3) days or less: I hereby certify that at least 90% of the residences and businesses within two hundred (200') feet of the filming location have signed and approved the filming.
- Location filming of four (4) or more days: I hereby certify that at least 95% of the residences and businesses within three hundred (300') feet of the filming location have signed and approved the filming.
- Still photography for one (1) day: I hereby certify that the dwellings or businesses immediately adjacent to and directly across the street from the still photography location have signed and approved the filming.
- Still photography of more than one (1) day: I hereby certify that at least 90% of the residences and businesses within two hundred (200') feet of the filming location have signed and approved the filming.

Film Permit Applicant Signature: _____ Date: _____

**If applicant did not receive all signatures, please provide addresses, times/dates of attempt to notify and a copy of the notification of filming letter left at each property where signatures were unavailable.*



QUESTIONNAIRE FOR FILMING

NAME OF PRODUCTION AND COMPANY _____

LOCATION OF FILMING: _____

DATE/S OF FILMING: _____

Contact *Lori Ross*, Filming Fire Safety Coordinator at (805) 947-8535 or FAX (805) 383-4766

Fire Department Review Fee for Any Filming Activity: \$224.00
Review Fee for Still Photography: \$112.00

Submit Review Fee directly to:
Ventura County Fire Protection District
165 Durley Avenue
Camarillo, CA 93010

Please provide the MOV # on memo section of your check

If any of the following will be present at the production site or base camp area a Fire Code Permit and a Fire Safety Officer will be required.

| | | | |
|---|----|-----|----------|
| Tents greater than 200 sq. ft. | No | Yes | \$336.00 |
| Pyrotechnics (explosives, squibs, open flame) | No | Yes | \$168.00 |
| Refueling Unit | No | Yes | \$168.00 |
| Hot work, welding and cutting operations | No | Yes | \$224.00 |
| Additional activities: | | | |
| Construction of structures | No | Yes | |
| Operation or landing of aircraft or helicopters | No | Yes | |
| Stunts | No | Yes | |
| Special Effects | No | Yes | |
| Any other unusual activities | No | Yes | |

The Fire Safety Officer is on a time card and paid by the production company. Current rate is, \$48.00 an hour with an 8 hour min. Time and a half after 8 hrs and double time after 12 hrs

Company Representative _____

CELL NUMBER _____