

John C. Prescott  
Community Development Director

## FILM PERMIT APPLICATION INSTRUCTIONS

- Completed application (Please review attached Film Permit FAQ's)
- Filing Fee: \$247/day motion picture, \$164/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, employees and volunteers.
- 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 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.*

**City of Thousand Oaks  
Community Development Department  
Code Compliance Division  
805-449-2300**

**Film Permit FAQ's**

**The City of Thousand Oaks processes film permits for each individual property being used for filming**, i.e. filming at Residence A and Business B, or separate staging location\*(see definition at bottom of page) will require two (2) film permit applications. The parking of more than five (5) passenger vehicles on a public or private street constitutes a staging location.

1. Do I need to obtain neighboring property owner approvals to film or stage\*?  
Yes, film permits of 3 days or less require 90% signature approval from an occupant of residences and businesses 200 feet from the property line; filming more than 3 days require 95% signature approval from 300 feet from the property line. (NOTE: Property managers for multiple tenant properties, i.e. condominiums, office buildings, etc. cannot sign off for all tenants/residents. An occupant from each unit must sign the approval form.) We can provide you with a signature area map to assist you.
2. Do I need to obtain a film permit if it is all interior filming?  
Yes, all filming activity within the City requires a permit regardless if it is private, public, interior or exterior filming/shooting.
3. Are preparation and tear down days for filming considered a "Filming Activity" day?  
Yes, if it falls under the definition of "staging"\*.
4. Do I need a film permit for just the parking of equipment, commercial vehicles or staff parking?  
Yes, the City of Thousand Oaks processes film permits by *each* property location, including staging location. Therefore, if you will be parking or setting up equipment at a location separate from your actual filming location (whether or not the filming location is within the City's boundaries), you will need to submit an additional film permit application(s).
5. Why do I need to provide an additional insured endorsement form to the City of Thousand Oaks, despite having the City of Thousand Oaks listed as a Certificate Holder on the Insurance Certificate?  
The Certificate of Insurance reads in the upper right hand corner "This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder other than those provided in the policy. This certificate does not amend, extend or alter the coverage afforded by the policies described herein." Due to this language, we require the Additional Insured Endorsement form including the City of Thousand Oaks, its officials, employees and volunteers.

*\*\*"Staging" shall include but is not limited to, the parking of equipment vehicles, placement of generators or other mechanical equipment or lighting, erection of tents and similar temporary structures, placement or storage of miscellaneous materials or items supporting filming, and the parking of more than five (5) passenger vehicles on a public or private street.*



## 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/Staging 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		\$247	
Still Photography		\$164	
Use of Public Streets		\$1,000	
Use of City Buildings/Property		\$2,000	
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	\$61 processing fee + \$10/day or \$25/week		
<b>Total Fees and Charges</b>			

**FOR STAFF USE ONLY**

Approved (Conditions Attached) Permit Number: \_\_\_\_\_

Declined, Reason(s) \_\_\_\_\_

Cancelled  Postponed

Community Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

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

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

Contact: Lori Ross, Filming Fire Safety Coordinator  
Tel: (805) 947-8535 Fax: (805) 383-4766

NAME OF PRODUCTION AND PRODUCTION COMPANY:

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LOCATION OF FILMING: \_\_\_\_\_

DATE/S OF FILMING: \_\_\_\_\_

Fire Department Review Fee for Any Filming Activity: **\$216.00**  
Review Fee for Still Photography: **\$144.00**  
Review for Student Film: **\$216.00**

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 may be required.

Tents/canopy 401-1600 sq. ft.	___ No	___ Yes	\$216.00
Tents/canopies great than 1600 sq.ft	___ No	___ Yes	\$360.00
Pyrotechnics (explosives, squibs, open flame)	___ No	___ Yes	\$252.00
Refueling unit	___ No	___ Yes	\$144.00
Hot work, welding, and cutting operations	___ No	___ Yes	\$324.00
Construction of structures	___ No	___ Yes	
Operation or landing of aircraft or helicopters	___ No	___ Yes	
Stunts	___ No	___ Yes	

The Fire Safety Officer is on a time card and paid by the production company. The current rate is \$48.00 per hour with an 8-hour minimum, with time-and-a-half after 8 hours and double time after 12 hours.

COMPANY REPRESENTATIVE: \_\_\_\_\_

Contact number: \_\_\_\_\_