

FILM PERMIT APPLICATION INSTRUCTIONS

- Completed Application:** (Please review attached Film Permit FAQ's)
- Filing Fee:** Refer to Application Filing Fee Summary – Code Compliance. *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.*
- Required Insurance Documents (*BOTH of the following are required**):**
 - 1) Certificate of Liability Insurance* form (Accord Form 25 or similar), **AND**
 - 2) Additional Insured Endorsement* form (Form CG 20 10 11 85 or similar).

* Both forms must have the City identified with the following wording: "**City of Thousand Oaks, its officers, officials, employees, agents and volunteers**"

Certificate of Liability Insurance Requirements:

- Commercial General Liability required limits: \$2 Million per occurrence and \$4 Million General Aggregate

- Property owner authorization letter:** Letter signed by property owner authorizing the use of any private property for the period of filming. Please have on owner's letterhead.
- Notification of Location Filming Approval Form (attached):** 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 (attached):** Responsibility of applicant to fill out and fax form to Fire Department. Contact Lori Ross, Filming Fire Safety Coordinator, with any questions (805) 947-8535.
- 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 at (805) 449-2325.

**City of Thousand Oaks
Planning Division (805-449-2325)**

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 officers, officials, employees, agents 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.*



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
 Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

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			
Still Photography			
Use of Public Streets			
Use of City Buildings/Property			
Use of City Parking Facilities (Excluding Civic Arts Plaza)		\$: car or standard truck \$: 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		
Total Fees and Charges			

FOR STAFF USE ONLY

Approved (Conditions Attached) Permit Number: _____

Declined, Reason(s) _____

Cancelled 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 data-bbox="1245 345 1283 375" type="checkbox"/>	<input data-bbox="1530 345 1568 375" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 418 1283 448" type="checkbox"/>	<input data-bbox="1530 418 1568 448" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 492 1283 521" type="checkbox"/>	<input data-bbox="1530 492 1568 521" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 565 1283 594" type="checkbox"/>	<input data-bbox="1530 565 1568 594" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 638 1283 667" type="checkbox"/>	<input data-bbox="1530 638 1568 667" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 711 1283 740" type="checkbox"/>	<input data-bbox="1530 711 1568 740" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 784 1283 813" type="checkbox"/>	<input data-bbox="1530 784 1568 813" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 857 1283 886" type="checkbox"/>	<input data-bbox="1530 857 1568 886" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 930 1283 959" type="checkbox"/>	<input data-bbox="1530 930 1568 959" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 1003 1283 1032" type="checkbox"/>	<input data-bbox="1530 1003 1568 1032" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 1076 1283 1105" type="checkbox"/>	<input data-bbox="1530 1076 1568 1105" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 1149 1283 1179" type="checkbox"/>	<input data-bbox="1530 1149 1568 1179" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 1222 1283 1252" type="checkbox"/>	<input data-bbox="1530 1222 1568 1252" type="checkbox"/>	_____
_____	_____	_____	<input data-bbox="1245 1295 1283 1325" type="checkbox"/>	<input data-bbox="1530 1295 1568 1325" 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*





FIRE DEPARTMENT QUESTIONNAIRE FOR FILMING

PRODUCTION COMPANY: _____

NAME OF PRODUCTION: _____

LOCATION OF FILMING: _____

DATE/S OF FILMING: _____

Fire Department	Film Review Fee for Filming:	\$222.00
	Still Photography Review Fee:	\$148.00

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 401 to 1600 sq. ft.	\$185.00
Tents greater than 1600 sq ft	\$333.00
Pyrotechnics (explosives, squibs, open flame)	\$259.00

Additional activities:

Interior Set Construction	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Construction of structures	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Operation or landing of aircraft or helicopters	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Stunts	<input type="checkbox"/> No	<input type="checkbox"/> Yes

The Fire Safety Officer is on production company 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.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions (805) 947-8535 or Lori.Ross@ventura.org.

Company Representative _____

Contact Number _____