FILM PRODUCTION PERMIT APPLICATION

PERMIT REQUIRED – The City is interested in facilitating filming activity in Folsom. The information you provide will help determine whether other City permits or further review by specific City departments are needed. It is unlawful to conduct a filming activity as defined in Chapter 5.80 of the Folsom Municipal Code without first obtaining a film permit. Please review and provide information as indicated. Providing complete information will help ensure your application is processed in the most expeditious manner. Failure to complete this application and/or provide incomplete information could delay processing of your film production permit application.

1. Film Production Start Date/End Date: (_____/_____) & Name of Film: (_____)

2. Film Production Contact Information:

Production Company/Applicant Information:
Company Name:_____
Address:_____
City, State, Zip Code:_____
Office Phone & Fax: _____
E-mail: _____

Information for Film Production Field Representative:
Contact Type: ( ) Location Mgr/Scout ( )Production Mgr ( ) Other
Name:_____
Office phone & Fax.:_____
Cellular Phone: _____
E-mail: _____

3. **Applicants are encouraged to contact the Folsom Film Office (916-985-2698) for guidance and assistance in preparing a City of Folsom film permit application. The Folsom Film Office can help facilitate, coordinate, and expedite film permit review and issuance.** Once completed, submit completed application either in person to the Community Development Department (CDD) Planning Counter or by e-mail to shenry@folsom.ca.us. Please confirm City receipt of e-mailed application by calling 916-355-7214. CDD will circulate your application for review by other City Departments.

4. A copy of the City approved film permit must be made available at primary film location at all times. Complete application must be received by the City at least 48 hours prior to commencement of film production activity.

5. The Fire Department will conduct inspections throughout the production to ensure compliance with State law and City ordinances. A Fire Inspection Fee specific to film production activities is assessed to recover the costs for these inspections. Currently this fee is $166 and is to be paid at the time of submittal of the completed film production permit application. **Attached to this permit is a set of general conditions required by the City's Fire Department for all film production activities in Folsom.**

6. To further assist you in preparing the City's film production permit application, please review and answer the following questions as indicated. Answering these questions will help to identify any other City requirements that may be applicable to your proposed filming activity in the City of Folsom:

FILM PRODUCTION PERMIT APPLICATION

a) ____ **YES** ____ **NO (WATER METER)** Will your film production require access to City water via a fire hydrant or other means? If yes, you may be required to rent a City water meter. Please contact the Folsom Water Treatment Plant (916-351-3361) for further details.

b) ____ **YES** ____ **NO (BUILDING PERMIT)** Will your film production involve the construction of any structure and/or electrical and/or mechanical work? If yes, you may require a building permit. Please contact the City's Building Permit counter (916-351-3555) for further details.

c) ____ **YES** ____ **NO (DUMPSTER)** Will your film production require use of solid waste containers and/or dumpsters? If yes, you are required by City Code to use City of Folsom solid waste containers and/or dumpsters. Please contact the City's Solid Waste Division (916-355-8367, Extension 3) for further details.

d) ____ **YES** ____**NO (ENCROACHMENT PERMIT)** Will your film production involve blocking of any portion of the City right-of-way including sidewalks, streets, and alleys? Blocking includes parking of vehicles and/or equipment such as trailers, dumpsters, etc. in the public right of way overnight. If yes, you may be required to secure an encroachment permit. Please contact Community Development Planning Counter (916-355-7214) for further details.

e) ____ **YES** ____ **NO (TRAFFIC PLAN)** Will your film production involve use of or temporary closure of City streets? If yes, you may be required to provide a traffic plan with your application. Street closures require advance approval from the City. Please contact The City's Public Works Department (916-351-3370) for further details.

f) ____ **YES** ____ **NO (GENERATORS)** Will your film production involve the use of generators for power relative to filming activities? If yes, you will be required to provide the City with proof of the appropriate permits for your generators. Please contact the City's Public Works Department (916-607-3850) for further details.

g) ____ **YES** ____ **NO (USE OF CITY FACILITIES)** Will you be using any City facilities as part of your planned film production? If yes, use of city facilities will require advance reservations and payment of a fee(s). Use of city park areas and facilities requires a facility use permit. Please contact the City of Folsom Parks and Recreation Department at (916–355-7304) for Parks and Recreation's facility use permit. For use of non-Parks & Recreation Facilities (i.e., City Hall, Police, Fire, and Public Works) contact City Manager's Office (355-7201).

h) ____ **YES** ____ **NO (USE OF PRIVATE PROPERTY)** Will your film production be using private property in conjunction with planned film production activities? If yes, use of private property requires completion of "Owner's Authorization" form included with this film permit packet. Also attach a draft of courtesy notice and/or public relations release that will be used to notify neighbors adjacent. Submit completed Owner's Authorization form and draft of courtesy notice and/or public relations release with film permit submittal.

i) ____ **YES** ____ **NO (HAZARDOUS OPERATIONS)** Will your film production include hazardous operations to include welding, cutting, spray-painting, combustible dust production, use of compressed gases, use of flammable or combustible liquids, use of liquid petroleum gas, or the use of tents or membrane structures? If yes, provide details of those activities in the narrative section of this film permit. These activities may require separate Fire Department permits or special conditions. Please contact the Folsom Fire Department at 916-984-2280 for further details.

FILM PRODUCTION PERMIT APPLICATION

j) ____ **YES** ____ **NO (USE OF SPECIAL AND/OR PYROTECHNICAL EFFECTS/STUNTS)** Will your film production include special and/or pyrotechnical effects/stunts? If yes, provide details in the following narrative section of this film permit for any special and/or pyrotechnical effects/stunts including aerial, aircraft/helicopter, animals, candles, explosion, fire, gunfire, open campfire, propane, smoke, sparks, vehicle chases, stunts, real/simulated firearms, simulated violence, and any other special and/or pyrotechnical effect not specially listed here. These activities may require a special pyrotechnical permit. To apply for a City of Folsom Pyrotechnical Permit, contact the Folsom Fire Department at 916-984-2280. Attach Safety Control Protocol if filming includes animals, special effects/stunts, and/or pyrotechnics.

If planning to use pyrotechnical efforts in the planned filming activity, please provide the following additional information:

_____ California State Fire Marshal Pyrotechnical Operator License No.

k) ____ **YES** ____ **NO (SERVING OF ALCOHOLIC BEVERAGES DURING FILM PRODUCTION)** Will alcoholic beverages be served during your film production? If yes, a permit from Alcoholic Beverage Control (ABC) must be attached to your film application permit. Please contact ABC at 916-337-2002 for further details.

l) ____ **YES** ____ **NO (SITE/LOCATION MAP)** Is a site/location map attached to your film permit application? Failure to provide a site map could delay review and approval of your film permit application. Site map must identify any of the applicable: location of planned street closures, sound amplification (i.e., location of amplifier and all speakers), generators, air compressors, catering and craft service locations, first aid facilities, portable toilets, film crew parking area(s) including entrances, exits, and traffic circulation, film vehicles parking areas, crew and cast food/dining areas, access and parking for disabled, Production Manager's location, temporary structures including tents, pyrotechnics site, utility connection locations (i.e., power, water, etc.), trash containers, animal housing, hazardous materials, propane tanks, and real or simulated firearms including storage.

m) ____ **YES** ____ **NO (PROOF OF INSURANCE COVERAGE)** Have you provided proof of insurance coverage protecting against loss from liability imposed by law for damages on account of bodily injury, wrongful death, and property damage arising from the filming activity. Failure to provide acceptable proof of insurance will delay approval of your film permit application. An example of an acceptable proof of insurance including endorsement naming the City as additional insured is included with this film permit packet. Requirements for proof of insurance are described below:

i. Applicant will provide certificate of insurance showing proof of coverage and separate endorsements naming the City of Folsom, its officers, employees, and agents as **additional insured**.
ii. Endorsement also will stipulate that the applicant's policy will operate as **primary** insurance for activities associated with this film permit.
iii. Coverage shall be provided by a comprehensive commercial, general liability and automobile insurance policy in the minimum amount of one million dollars ($1,000,000) per occurrence and shall be maintained for the duration of the filming activity in Folsom.
iv. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Services Office (ISO) Comprehensive General Liability Insurance Coverage.
v. Satisfactory insurance or evidence of permission to self-insure in full compliance with Workers' Compensation Law of California.
vi. A Waiver of Subrogation in favor of the City of Folsom shall be provided for the required Workers' Compensation Coverage.
vii. A copy of the insurance certificate and endorsement must be attached to the film permit application.

FILM PRODUCTION PERMIT APPLICATION

7. By initiating here _____ applicant acknowledges responsibility for providing the following: barricades, cones, “no parking” signs, electrical power banks, power cords, tables and other furniture, traffic control, and crowd control. The City of Folsom is not responsible for providing these items or services.

8. **(INFORMATION ONLY) POLICE AND FIRE VEHICLES.** The City of Folsom Police and Fire Departments reserve the right to review all requests for public safety vehicles, facilities, and personnel on a case-by-case basis to determine the availability and conditions under which their usage and portrayal may be granted.

9. **Please provide a brief description of your filming activities below.** (Indicate whether your production is part of a television series, television commercial, motion picture, and/or video. If necessary, attach additional sheets.)

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10. Please describe your post-production clean-up plan. (Attach addition sheets if necessary):

_____

FILM PRODUCTION PERMIT APPLICATION

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_____

11. Applicant certifies that the foregoing application and any attachments are true and correct representation of the proposed filming activity, and agrees to comply with all terms and conditions of the City of Folsom approved film production permit.

Date:_____ Name (Print):_____

Name (Print):_____ Signature:_____

12. Narrative. Please use this section of the film production permit to describe, in further detail, information relating to film production activities in chronological order from prep through filming to wrap. Attach additional sheets if necessary.

Dates &Times	Location including Owner/Address	Describe Number of Vehicles, Types of Vehicles, and Number and Size of Generators	Number of Crew Members	Description of Film Activity	P=Prep F=Film W=Wrap	Explanations/Special Notes including proposed street closures, special and/or pyrotechnical effects, crowd control, and amplified sound

FILM PRODUCTION PERMIT APPLICATION

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