



FILM PRODUCTION PERMIT APPLICATION

Quick Reference Guide

1. **WATER METER:** Folsom Water Treatment Plant (916-351-3361).
2. **BUILDING PERMIT:** Building Permit counter (916-351-3555).
3. **DUMPSTER:** Solid Waste Division (916-355-8367, Extension 3).
4. **ENCROACHMENT PERMIT:** Community Development Planning Counter (916-355-7214).
5. **TRAFFIC PLAN:** Folsom Public Works Department, Traffic Engineering (351-3370).
6. **GENERATORS:** Public Works Department (916-607-3850).
7. **USE OF CITY FACILITIES:** For Parks and Recreation facilities contact Folsom Parks and Recreation Department (916-355-7304). For other City facilities, contact the City Manager's Office (355-7201).
8. **USE OF PRIVATE PROPERTY:** Requires completion of "Owner's Authorization" form included with film permit application.
9. **HAZARDOUS OPERATIONS:** Folsom Fire Department (916-984-2280).
10. **USE OF SPECIAL AND/OR PYROTECHNICAL EFFECTS/STUNTS:** Folsom Fire Department (916-984-2280).
 - a. Safety Control Protocol required if filming includes animals, special effects/stunts, and/or pyrotechnics.
 - b. Use of pyrotechnical efforts requires California State Fire Marshal Pyrotechnical Operator License No.
11. **SERVING OF ALCOHOLIC BEVERAGES DURING FILM PRODUCTION:** State ABC (916-337-2002).
12. **SITE/LOCATION MAP:** Required attachment to film permit application.
13. **PROOF OF INSURANCE COVERAGE:** Proof of insurance coverage required. 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 copy of the insurance certificate and endorsement must be attached to the film permit application.