



# 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.



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

- 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 [sherry@folsom.ca.us](mailto:sherry@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.
- 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.
- 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.**
- 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:



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- 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.







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# 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



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# FOLSOM FIRE DEPARTMENT

535 Glenn Drive Folsom, CA 95630  
Office (916) 984-2280 Fax (916) 984-7081  
[www.folsom.ca.us](http://www.folsom.ca.us)



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## MOTION PICTURE AND FILMING PERMIT REQUIREMENTS

In accordance with State law and the Folsom Municipal Code, the Fire Department has the responsibility to regulate fire, life, and panic safety associated with filming activities. Section 105.6.49 of the Folsom Fire Code states. . . a permit shall be obtained from the Fire Prevention Division prior to engaging in the following. . .to conduct activities related to the production of motion pictures, televisions, commercials, and similar productions.

For most productions, the Fire Department will verify compliance with State Fire Marshal regulations, Folsom Fire Code requirements, and City of Folsom permit requirements by conducting spot inspections throughout the course of the production. The City recovers costs associated with these inspections by charging a Fire Code Inspection Fee of \$166.

If these inspections reveal significant or repeated fire and life safety violations, or non-permitted activities are discovered, all filming activity will be temporarily suspended and will not be resumed until all violations are corrected and a Fire Safety Officer is assigned and on location. The Fire Safety Officer will be required for the duration of the filming. The current Fire Safety Officer fee is \$94.10/hour. This fee must be paid at the time the Fire Safety Officer is assigned for the production.

NOTE: Complex or hazardous productions may require a Fire Safety Officer during a portion or the duration of the production.

Below is a non-inclusive list of general Fire Department condition required during filming activities (There may be other conditions dependent on the specific production):

1. A call sheet containing call times, shooting schedule, production company contact information, and crew assignments shall be provided to the Fire Department the day before the day of filming. The call sheet may be sent to the Fire Marshal via fax at (916) 984-7081 or electronic mail at [jhaberek@folsom.ca.us](mailto:jhaberek@folsom.ca.us).
2. The required width of fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles.
3. Fire hydrants shall remain unobstructed at all times.
4. Means of egress shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous.



## MOTION PICTURE AND FILMING REQUIREMENTS

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5. Smoking is prohibited within any building used for filming and "NO SMOKING" signs shall be posted. An approved smoking area outside the building shall be identified for cast and crew use and noncombustible ash containers provided.
6. The filming location shall be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard; or would add or contribute to the spread of fire.
7. Combustible litter or waste shall not be allowed to accumulate in the building used for filming or around the exterior. Combustible waste and rubbish shall be stored in approved containers.
8. Internal combustion power sources, including generators, lighting units and similar equipment shall be isolated from contact with the public by either physical guards, fencing or an enclosure. Generators shall be kept 10 feet (3,048 mm) or more from combustible vegetation. An approved spark arrestor shall be provided on internal combustion power equipment when it is located within 200 feet of a hazardous vegetation area.
9. Electrical equipment and installations shall comply with the California Electrical Code. Cords, cables, lighting, and other electrical equipment shall be maintained so they do not obstruct the means of egress or cause a trip hazard. Cables subject to damage from vehicles shall be protected by cable ramps or bridges.
10. Manufacturer's recommended clearance shall be maintained between set lighting and combustible materials or construction.
11. Portable fire extinguishers shall be provided on location as required by the Fire Marshal. The maximum travel distance to a portable fire extinguisher shall not exceed 75 feet (22,860 mm). Portable fire extinguishers shall be rated for **2A-10BC** protection coverage. Said portable fire extinguisher shall have a current maintenance tag affixed to it from a California State Fire Marshal licensed technician showing annual servicing. Portable fire extinguishers shall be visible and remain unobstructed at all times.
12. Tents and temporary membrane structures shall be composed of flame resistant material approved by the California State Fire Marshal. Tents shall have a permanently affixed label bearing proof of State Fire Marshal compliance with the flame resistant material standards of California. Tents having an area in excess of 200 square feet (18.6 m<sup>2</sup>) and canopies in excess of 400 square feet (37.2 m<sup>2</sup>) may require a separate Fire Department permit and shall be maintained in accordance with the Fire Code.  
Contact the Fire Marshal for permit requirements.
13. The use of pyrotechnic materials requires a separate Fire Department permit and shall be performed under the regulations established by the California State Fire Marshal. Contact the Fire Marshal for permit requirements.

