



Film Office

County of San Bernardino Film Permit Information

Dear Permit Applicant:

The following is information about the **County of San Bernardino Filming Permit Application**. Enclosed you will also find a Filmmakers' Code of Professional Responsibility. Please complete and return the application with a copy of a detailed map clearly marking the specific location you wish to use. The completed application, the application fee, the Insurance Certificate(s), the Letter(s) of Endorsement, and map(s) **must** be received in our office before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, vehicles (crew and production), stunts, pyrotechnics, explosive devices, airplanes, or helicopters used in your shoot. **Whoever signs the application (i.e. Location Manager, Production Manager, Producer, etc) MUST be listed on the application with contact information.**

Film Permit Fee:

Motion, Stills, Students.....**\$259** per application

Film Permit Rider (if applicable):

Minor Rider **\$69** per occurrence
(additions, corrections or alterations)

Major Rider**\$94** per occurrence
(additions, corrections or alterations which involves
collecting fees on behalf of other departments)

Location Site Monitoring:

Case-by-case.....**\$37/hour**

Fire Permit Fee (if applicable):

Motion & Stills..... **\$340** per application

Bond:..... Case by Case basis

Road Encroachment Permit Fee (if applicable):

Road Permit (ITCs)\$ **59** per day plus

.....**\$255** per application

Rider.....**\$76** per application
(additions, correction or alterations)

Road Permit (Closure).....\$ **59** per day

.....**\$948** per application

Please allow 7-10 business days for processing

San Bernardino County Film Office
385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043
(909) 300-5648 ~ sbcountyfilm@outlook.com
www.FilmSanBernardinoCounty.com

ACKNOWLEDGEMENT THROUGH THE FILM CREDITS SHALL BE GIVEN TO:

"SAN BERNARDINO COUNTY FILM OFFICE"

for portions of any film or video shot in the County of San Bernardino.

Please provide one (1) copy of the finished product to the Film Commission in one of the following formats:

For film, video, etc.: DVD

For stills, print, etc.: CD and/or PRINT COPY (photos, copy of magazine, catalog, etc.)

(See attached Credits Agreement)

**COUNTY OF SAN BERNARDINO INSURANCE
REQUIREMENTS**

You must provide proof of liability insurance and a Letter of Endorsement (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) naming the County of San Bernardino as additionally insured for the amount of \$1 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

Proof of Workers' Compensation Insurance at state statutory limits is required

Proof of Automobile Insurance in the amount of \$1 million is also required.

A waiver is available for the Workers' Comp and Auto Insurance. Contact the Film Commission for details.

AIRCRAFT INSURANCE

An additional Insurance Certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$10 million in the event of the use of airplanes, helicopters, or any other aircraft.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.**

In the "Description of Operations" box the following *must* read *verbatim*: **The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

A "Plan of Activities" (POA) and a FAA approval; in writing, is also required.

If drones will be used, please refer to the attached UAS/Drones information sheet.

PYROTECHNICS INSURANCE

When permitting the use of pyrotechnics, an additional insurance certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$2 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.

In the "Description of Operations" box the following *must* read *verbatim*: The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.

The Letter of Endorsement *must* read *verbatim*: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.

DRONES

When using a drone during your filming in San Bernardino County, an additional insurance certificate and Letter of Endorsement is required naming the County of San Bernardino as additionally insured for the amount of \$2 million.

The Insurance Certificate *must* read in the "Certificate Holder" Box *verbatim*: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043.

In the "Description of Operations" box the following *must* read *verbatim*: The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.

The Letter of Endorsement *must* read *verbatim*: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.

(Also see UAS/Drones Information and Application attached)

NO HAND-WRITTEN CERTIFICATES OR ENDORSEMENTS WILL BE ACCEPTED.

Please **EMAIL** a copy of all Insurance certificate(s) and Letter(s) of Endorsement to sbcountyfilm@outlook.com.
An electronic Copy direct from the insurance company MUST be received prior to the first day of filming listed on the permit. If Drones or Roads are involved, Insurance must be received a minimum of 3 working days prior to the first day of filming.

SAN BERNARDINO COUNTY FILM OFFICE
FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE APPLICANT: Please treat this location, as well as the public, with courtesy. The following are a few guidelines to abide by to help ensure community cooperation:

1. It is **HIGHLY RECOMMENDED** that a Location Manager is on location at all times during filming.
2. When filming in a neighborhood or business district, please provide proper notification to each merchant or resident who is directly affected by the production company (i.e. parking, base camps, meal areas, noise, etc.). The filming notice should include:
 - a. Name of Company
 - b. Company Contact Information
 - c. Name of Production
 - d. Kind of Production
 - e. Type of Activity
 - f. Date, Time, and Duration of Activity
3. Production, cast, and crew vehicles arriving on location in or near a residential neighborhood should:
 - a. Not enter the area before the time stipulated on the permit
 - b. Observe designated parking areas
 - c. Park one at a time (production vehicles only)
 - d. Turn off engines as soon as possible
4. Please do not trespass onto neighbors' or merchants property, remain within the boundaries of the property that has been permitted for filming.
5. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction of the owner of said vehicle.
6. Cast and crew meals should be confined to the area designated on the permit. All catering, craft service, construction, strike and personal trash must be removed from the location **BEFORE** the permit expires.
7. Removing, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected/removed for filming purposes will be removed/ replaced upon expiration of the permit unless otherwise stipulated on the permit.
9. Please keep all noise levels as low as possible.
10. Observe designated smoking areas and **always** extinguish cigarettes in butt cans.
11. The cast and crew should not bring guests or pets to the location, unless expressly authorized, in advance, by the permit authority, property owner and the company.
12. All sets and props should be removed upon completion of their use or before the permit expires – whichever comes first.



Film Office

County of San Bernardino FILMING PERMIT APPLICATION

Date: _____

Company: _____

Address: _____

Co. Phone: _____ / _____

Co. FAX: _____ / _____

Production Dates (To be covered by this permit.): _____

Project Title: _____

Location Manager: _____

Phone: _____ / _____

Production Manager: _____

Phone: _____ / _____

Other Contact: _____

1. Production Type:

☐ TV Episodic ☐ TV Reality ☐ Feature Film ☐ Music Video ☐ Commercial ☐ Stills ☐ Other: _____

2. Total Personnel: _____ Total Vehicles/Equipment: _____

3. Equipment Detail (Supply exact number of each item to be used at filming location(s).) : Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Other: _____

4. Insurance:

Before a film permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Best's Key Rating Guide. Requirements are:

- Proof of Workman's Compensation.
- \$10,000,000 Aircraft Liability When Applicable.
- Minimum \$1,000,000 General Liability Limit.
- County of San Bernardino Named as Additional Insured.
- County of San Bernardino Employees Named as Additional Insured.

☐ Insurance Certificate Attached. ☐ Insurance Certificate will be submitted by time _____ and date _____.
☐ Insurance Certificate On File. ☐ Insurance Certificate Not Available.

Insurance Company: _____ Expiration Date: _____

5. Location Shoot Specifics:

Please give specifics about your shoot below, attach sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also describe all scene(s) to be filmed (including animals, pyrotechnics and stunts.)

Date	Time	Location and Activity	P/F/S*

* Prep/Film/Strike

Section below to be completed by County Permit Staff for Still Photography Permits only.

6. Property Owner Permission Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Police Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Road Encroachment Permit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Fire Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Traffic: If filming is planned on County street(s) and/or County property, please submit a site plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene.

☐ Site Plan Attached. ☐ Site plan will be submitted by time _____ and date _____. ☐ Site Plan Not Available.

Describe your plan for controlling traffic, (i.e. personnel and devices to direct traffic): _____

If filming is to take place on County streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production: _____

11. Stunts/Special Effects: If your project will involve stunts or special effects, please provide detailed information about the specifics planned: _____

Pyrotechnics Specifics: _____

Pyrotechnician: _____ License #: _____

Hazardous Materials to be used: _____

Wild Animals to be used: _____

12. Aerial Stunts/Elements: Please detail any aerial stunts, helicopter landings, hot-air balloons, etc. to be utilized in your shoot.: _____

Section below to be completed by issuing agency.

Permit # Granted: _____	Agency Issuing Permit: _____
Approved by: _____	Title: _____
Application Fee: \$ _____	Location Fee (_____ days x \$ _____ /day): \$ _____
TOTAL DUE: \$ _____	
Conditions of Approval: _____	
Special Approvals/Permits Required:	
<input type="checkbox"/> No Special Approvals/Permits Required	<input type="checkbox"/> Road Encroachment Permit
<input type="checkbox"/> CHP Approval	<input type="checkbox"/> Fire Fire Department Approval
<input type="checkbox"/> FAA Approval	<input type="checkbox"/> Property Owner
<input type="checkbox"/> Sheriff Dept. Approval	<input type="checkbox"/> Homeowner Homeowner Association
Attachments: _____	
Other provisions: _____	
This permit will be effective _____ through _____	
(Date & Time)	(Date & Time)

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Applicant's Name: _____ **Representative of:** _____
(Company Name)

Permittee waives all claims against County of San Bernardino, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend County of San Bernardino, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by County of San Bernardino, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the County of San Bernardino. • County of San Bernardino shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • County of San Bernardino may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. County of San Bernardino agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the County of San Bernardino. • No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. • Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. • The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. • Permit must be kept on site at all times. • County of San Bernardino makes no representation or warranty as to condition of any property or facilities used by permittee, and it is the responsibility of permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.



Film Office

INDEMNIFICATION

Permittee waives all claims against the County, its officers, agents and employees, for loss or damages caused by, arising out of, or in any way connected with the exercise of right of entry and use under this permit except for the sole negligence of the County, its officers, agents or employees.

Permittee agrees to indemnify, defend with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of PERMIT No. _____ (if there is no permit number, attach a signed description of the permitted activity) from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Permittee's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "Sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

Permittee shall be solely responsible and liable for any damage to natural resources, equipment, structures, personal property, or persons caused by, arising out of, or in any way connected with the exercise of the rights granted to Permittee.

Permittee Signature

Date

Permittee Name (printed)

Production Company

Production Company Address

Production Company Office Number

Permittee Cell Number



COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC WORKS
PERMITS/OPERATIONS SUPPORT DIVISION - TRANSPORTATION

825 E. THIRD STREET ROOM 108
SAN BERNARDINO, CA. 92415-0835
(909)387-1863

**APPLICATION FOR FILMING PERMIT
7 DAYS MINIMUM NOTICE**

****ALL INFORMATION BELOW MUST BE PRINTED & COMPLETED OR PERMIT ISSUANCE WILL BE WITHHELD****

PERMITTEE

DATE(S) OF ACTIVITY

MAILING ADDRESS

ACTIVITY START TIME

CITY

STATE

ZIP CODE

ACTIVITY END TIME

AUTHORIZED SIGNATURE

PRINT NAME

()
TELEPHONE NUMBER

I hereby agree, as a condition of the granting of this permit to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the granting of this permit from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Permittee's indemnification obligation applies to the indemnitees' "active" as well as "passive" negligence but does not apply to the indemnitee's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

PLEASE INDICATE WHICH COUNTY ROAD(S) YOU WILL UTILIZE DURING THE EVENT:

(INCLUDE A MAP SHOWING YOUR LOCATION)

Prior to issuance of permit, a Certificate of Insurance must be filed with the County of SB Department of Public Works, Permits/Operations Support Division, showing coverage of at least \$1,000,000 General Liability Insurance. The Certificate of Insurance must list the **COUNTY OF SAN BERNARDINO AS ADDITIONALLY NAMED INSURED.**

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED:

WILL EVENT REQUIRE ANY OF THE FOLLOWING:

Pyrotechnics, explosives, etc.

Officers needed as follows:

Traffic Control Devices needed per CHP recommendation:

CALIFORNIA HIGHWAY PATROL

OFFICE IN CHARGE OF FILMING ACTIVITY

TRAFFIC CONTROL REQUIRED

AUTHORIZED SIGNATURE

TRAFFIC CONTROL NOT REQUIRED

()

DATE

(AREA CODE) PHONE NUMBER

Comments:



Film Office

Special Effects and Hazardous Conditions Worksheet

Permit # _____ Date _____

Special Effects Coordinator _____ License # _____

Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ License # _____

Assistants _____ License # _____

Activity/Special FX Materials (please note quantities to be used for each material listed): _____

Date(s) of Activity: _____ Time(s): _____

SFX Coord. Signature _____ **Date** _____

Production Co. Signature _____ **Date** _____

*Fire Department – Curtis Markloff – 909-965-5803 ~ Sheriff's Department – Marlene – 909-387-3589**

**Only contact the Sheriffs if County Fire has requested you to do so.*

Please **email** this form to sbcountyfilm@outlook.com. You must also **email** a copy of the front and back of the State Pyrotechnics license of all of the Pyrotechnicians who will be on location, in addition to the Special Effects Coordinator's license.

This form and a copy of your State Pyrotechnics license(s) are required before a permit can be issued

For SBCFC Use Only

Fire Approval (initial) _____ Date _____ By _____

Sheriff Approval (initial) _____ Date _____ By _____



Film Office

**COUNTY OF SAN BERNARDINO
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.
2. Permittee is responsible for providing appropriate feed and water for the animals. Animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the County of San Bernardino. Animals will be either tied to a parked vehicle; contained in a free standing fenced corral; and/or housed within a trailer in a parking area or road, when not in use.
3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc.).

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

Permittee Signature

Animal Wrangler Signature

Permittee Name (please print)

Animal Wrangler Name (please print)

Title

Date

Date

Address

City, State, Zip

Phone number



Film Office

CREDITS AGREEMENT

I _____ am duly authorized to represent _____

(First and Last Name – Please Print)

(Production Company Name – Please Print)

and agree to provide the following to the San Bernardino County Film Office:

- One (1) copy of the finished product in one of the following formats:
 - DVD for motion (i.e. feature, TV, video, commercial, etc.)
 - CD and/or PRINT COPY for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
- Acknowledgement through the film credits for portions shot in the County of San Bernardino. This includes, but is not limited to:
 - Feature Films
 - TV
 - Documentaries
 - Videos (all types)
 - Short Films
 - Student Productions
- The Acknowledgments shall be given as follows:
 - San Bernardino County Film Office

Permittee Signature

Permittee Name (please print)

Title

Date

Production Company Address

City, State, Zip

Office Phone Number

Cell Phone Number



Requirements for the Use of Unmanned Aircraft Systems (UAS) When Filming in Unincorporated San Bernardino County

Rev. March 20, 2017

On August 29th, the FAA's permanent regulations for the commercial operation of small Unmanned Aircraft Systems (UAS) in the National Airspace went into effect. These new regulations provide guidance for conducting UAS operations in accordance with Title 14 of the Code of Federal Regulations (14 CFR) **Part 107**.

Among other requirements, UAS operators flying drones under Part 107 must possess a Remote Pilot Airman Certificate. In addition, **Part 107 requires a waiver to fly over people (including cast and crew)**, and the process to obtain a waiver could be lengthy. Applications from Part 107 operators who do not possess this waiver will be denied, unless they don't plan to fly over people.

The County has an application for those who wish to fly UAS within Unincorporated County. The completed form and all accompanying documentation must be submitted with the production's permit application.

Please note that drone operators who have been working under FAA 333 exemptions may continue to do so, as a 333 exemption remains valid until it expires. Be aware however, that an exempted operator may not "mix and match" the conditions and limitations in a Section 333 exemption with the operating rules of Part 107.

The County will continue to accept applications and all associated documentation from productions using 333 exempted operators. Applications from those operating under Part 107 will be evaluated and approved on a case-by-case basis and may take longer to process.

Please allow **up to** five (5) business days for the County to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Part 107 Remote Pilot does not automatically guarantee permission to fly a small UAS within Unincorporated County. The County will review applications on a case-by-case basis and consent to or deny requests based on the County's specific criteria. Applicants should consider checking with the County Film Office before submitting permit applications to the County.

In order to obtain a Part 107 Remote Pilot Airman Certificate, those (who do not already hold a Part 61 pilot certificate) must pass an initial aeronautical test at an FAA-approved knowledge testing center and be vetted by the TSA. Those with a Part 61 pilot certificate must have successfully completed a flight review within the previous 24 months and complete a Part 107 online training course.

Those applying under Part 107 are required to submit:

- A copy of their Remote Pilot Airman Certificate
- A copy of the Part 47 or part 48 registration certificate for each UAS being used
- A detailed description of proposed flight activities (including aeronautical maps)
- Copies of all necessary waivers and approvals
- Proof of insurance coverage (as detailed below)

The following are links to the new regulations, a summary of Part 107 rules, information on obtaining a Remote Pilot Airman Certificate and how to apply for a waiver:

- [Complete Text of Part 107 Rule](#)
- [Summary of Part 107 Rule](#)
- [Becoming Remote Pilot Airman Certificate](#)
- [Applying for a Waiver](#)

PLEASE NOTE that while the FAA controls U.S. airspace, individual jurisdictions (states, counties, cities) may regulate take-offs and landings within their jurisdictions. Additionally, the FAA does not regulate the use of UAS indoors (on a stage, in a building or other enclosed areas). Indoor drone activity will require other applicable approvals.

If you have any questions about the use of drones when filming in Unincorporated San Bernardino County, contact Dan Taylor - 909-300-5648 - sbcountyfilm@outlook.com

INSURANCE REQUIREMENTS (*mandatory for both 333 and Part 107 operators*):

As the County Film Permit instructions state, a production entity that wishes to film in Unincorporated County must provide a certificate of insurance evidencing coverage of General Liability, an endorsement page, Automobile Liability and proof of Workers Compensation Coverage.

If the production's proposed activities include the use of a drone, **additional aerial coverage must be provided by the UAS operator**. The additional requirements are to provide:

1. Proof of Unmanned Aircraft Systems (UAS) coverage (listing the specific aircraft to be used) with a **limit of at least \$2,000,000**. This can be submitted as follows:
 - a. A Certificate of Insurance from an *aviation-specific* insurance carrier (such as Global Aerospace) showing the minimum coverage required.
 - b. A separate endorsement naming the County, its officers, agents and employees as Additional Insured (see film permit instructions for specific wording).
2. Please note that all **separate endorsements** must be submitted as **separate attachments** (not included in the body of the certificate of insurance).

333 ADDITIONAL GUIDELINES

In order for a production using a 333 exemption to be considered for a permit involving a UAS, the following documentation is required:

1. Proof that the production is using a UAS operator who has received an FAA 333 exemption. The exemption must be for motion picture, television and new media filming and/or aerial cinematography – as long as it's for commercial filming and not aerial surveillance of pipelines, crops, real estate, etc.

2. A copy of the operator's *Certificate of Authorization* (COA).

NOTE: UAS operators had originally been required to apply for and receive a COA for each particular block of airspace (location), but the FAA has recently streamlined their process, and now exempted operators are being granted **blanket COAs** for flights at or below 200 feet, as long as they're not flying in the vicinity of airports or in other restricted airspace.

3. A copy of the operator's written Plan of Activities (POA) as submitted to the FAA.

IMPORTANT NOTES

- UAS operators must have all pertinent documentation **on set with them at all times**. This includes their Certificate of Authorization (COA), Plan of Activities (POA), pilot certificate and third-class medical certificate.
- The use of a UAS is permitted only when all qualifications have been met, all necessary approvals have been obtained, and use of a UAS is noted on the production's permit. If a production is found to be operating a UAS without the proper permit, a representative of the Film Office, the assigned Fire Safety Officer or law enforcement official, or any other County official may immediately suspend the UAS activities and/or the production may be subject to a fine.
- The use of a UAS as a **PROP** (that is being flown) is subject to the same regulations as those used for filming.
- The FAA does not regulate the use of UAS indoors (their jurisdiction covers U.S. airspace, not under the roofs of private structures). Be advised that approval for the use of UAS in a stage or building may fall under the authority of other jurisdictions. Also note that when interior filming is involved, the CFC recommends that UAS be flown by FAA-exempted operators.
- On October 9, 2015, Contract Services Administration Trust Fund issued Safety Bulletin #36, "Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems" and its Addendum A, "Unmanned Aircraft Systems Exemption Summary." It's posted on the [csatf.org](http://www.csatf.org) website, but you can access both by going to these URLs: <http://www.csatf.org/pdf/36UAS.pdf> and http://www.csatf.org/pdf/36ADDENDUM_A.pdf. A copy of the safety bulletin should be attached to your call sheet on days when a UAS is being used.

The following are 15 of the most pertinent TERMS & CONDITIONS (to those on-set) required of (FAA-exempted) UAS operators.

1. The UAS must weigh LESS than 55 pounds, including energy source(s) and equipment.
2. The UAS may NOT be flown at a speed exceeding a ground speed of 50 knots.
3. Flights MUST be operated at an altitude of no more than 400 feet above ground level (AGL).
4. The UAS MUST be operated within visual line of sight (VLOS) of the pilot in command at all times.
5. All operations MUST utilize a visual observer (VO).
6. The pilot MUST possess at least a private pilot certificate and at least a current third-class medical certificate.
7. The UAS may NOT be operated directly over any person, except authorized and consenting production personnel, below an altitude that is hazardous to persons or property on the surface in the event of a UAS failure or emergency.
8. Regarding the distance from participating persons, the operator's manual has safety mitigations for authorized and consenting production personnel. At all times, those persons must be essential to the closed-set film operations. Because these procedures are specific to participating persons, no further Flight Standards District Office or Aviation Safety Inspector approval is necessary for reductions to the distances specified in the petitioner's manuals.
9. Regarding distance from non-participating persons, the operator must ensure that no persons are allowed within 500 feet of the area except those consenting to be involved and necessary for the filming production. This provision may be reduced to no less than 200 feet if it would not adversely affect safety and the FAA Administrator has approved it. For example, an equivalent level of safety may be determined by an aviation safety inspector's evaluation of the filming production area to note terrain features, obstructions, buildings, safety barriers, etc. Such barriers may protect non-participating persons (observers, the public, news media, etc.) from debris in the event of an accident.
10. The operator must obtain an Air Traffic Organization issued Certificate of Waiver or Authorization prior to conducting any operations under this grant of exemption. This Certificate of Authorization will also require the operator to request a *Notice to Airman* not more than 72 hours in advance, but not less than 48 hours prior to the operation.
11. At least three days before scheduled filming, the operator of the UAS affected by this exemption must submit a written *Plan of Activities* to the local Flight Standards District Office with jurisdiction over the area of proposed filming. The 3-day notification may be waived with the concurrence of the Flight Standards District Office. The plan of activities must include at least the following:
 - Dates and times for all flights
 - Name and phone number of the operator for the UAS filming production conducted under this grant of exemption

- Name and phone number of the person responsible for the on-scene operation of the UAS
- Make, model and serial or N-number of UAS to be used
- Name and certificate number of UAS pilots involved in the filming production event
- A statement that the operator has obtained permission from property owners and/or local officials to conduct the filming production event; the list of those who gave permission must be made available to the inspector upon request.
- Signature of exemption-holder or representative
- A description of the flight activity, including maps or diagrams of any area, city, town, county and/or state over which filming will be conducted and the altitudes essential to accomplish the operation.

12. UAS operations may not be conducted at night (without a waiver).

13. The UAS cannot be operated by the pilot from any moving device or vehicle.

14. The UAS may not operate in Class B, C, D or parts of E airspace without written approval from the FAA. The UAS may not operate within 5 nautical miles of the geographic center of a non-towered airport as denoted on a current FAA-published aeronautical chart unless a letter of agreement with that airport's management is obtained, and the operation is conducted in accordance with a *Notice to Airman* as required by the operator's Certificate of Authorization. The letter of agreement with the airport management must be made available to the Administrator upon request.

15. The documents required under 14 CFR § 91.9 and § 91.203 must be available to the pilot at the ground control station of the UAS any time the aircraft is operating. These documents must be made available to the Administrator or any law enforcement official upon request.

For more information on the use of UAS, go to: <http://www.faa.gov/uas/>.



Request to Use Unmanned Aircraft Systems for Filming

PERMIT APPLICATION #:

Date _____ Production Company _____
Type of Production _____ Production Title _____
Proposed Film Date(s) _____ Production Contact _____
Contact's Cell# _____ Email Address _____
Location Address _____ Hours of UAS Activity _____

Location Address #2 _____ Hours of UAS Activity _____

UAS Company _____ Primary Contact _____
Address _____ Cell# _____

Email Address _____

UAS / AIRSPACE INFORMATION

Make/Model of Aircraft _____ Registration# _____
Make/Model of Aircraft _____ Registration# _____
Total Payload Weight (incl. UAS/camera/additional equipment) _____
Class of Airspace UAS Activity Will Occur in: ☐ **B** ☐ **C** ☐ **D** ☐ **E** ☐ **G**

Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation? ☐ Yes ☐ No

REMINDER: *if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.*

UAS OPERATING AUTHORITY: ☐ 333-Exemption ☐ 14 CFR Part 107

333 Exemption Requirements

Name of Pilot in Command _____ Pilot's Phone# _____
Exemption# _____
Visual Observer _____ VO's Phone# _____

Please provide the following:

- | | |
|---|---|
| <input type="checkbox"/> Copy of COA or Blanket COA | <input type="checkbox"/> Copy of Notice to Airman (NOTAM) |
| <input type="checkbox"/> Copy of Pilot's License | <input type="checkbox"/> Copy of POA with proof of submission to Local FSDO |
| <input type="checkbox"/> Certificate of Insurance & Endorsement | Copy of 333-Exemption |

Part 107 Requirements

Name of Remote Pilot in Command _____
Remote Pilot's Phone# _____ Remote Pilot's Certificate# _____
If Remote Pilot will not be operating UAS, name of person operating UAS under the direct supervision of Remote Pilot _____

Please provide the following:

- ☐ Copy of Remote Pilot Certificate
- ☐ Copy of Part 47 or Part 48 Registration Certificate for each UAS listed above
- ☐ Description of planned flight operations, including diagrams, charts and maps as applicable
- ☐ Certificate of Insurance & Endorsement

WAIVERS: If you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.

- | | |
|--|---|
| <input type="checkbox"/> Flight over non-participants (§107.39) | <input type="checkbox"/> Night flight (§107.29) |
| <input type="checkbox"/> Operating from a moving vehicle (§107.25) | <input type="checkbox"/> Flight altitude restrictions (§107.51) |
| <input type="checkbox"/> Operating multiple small UAS' (§107.35) | |

Remote Pilot in Command is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all Part 107 standards and requirements.

Signature of Remote Pilot in Command or Authorized Company Representative

Print Name _____ Title _____

Best Practices for UAS Operations Over State Property

Although not specified in Part 107 Rules, the County suggests the following for optimum safety:

- Use of a visual observer.
- UAS operator should scout location site(s) of proposed drone activity in advance of filming.
- Operator should be at least 21 years of age.
- Operator should possess a Motion Picture & Television Operations Manual.
- Operator should have previous film set experience.

****IMPORTANT****

Please allow up to five (5) business days for the County to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS in the County will be granted. County representatives review applications on a case-by-case basis and consent or deny requests based on location conditions and professional judgement.

Please scan and submit this completed form, along with all accompanying documentation to Dan Taylor: sbcountyfilm@outlook.com.

COUNTY USE ONLY

333 EXEMPTED

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> NOTAM |
| <input type="checkbox"/> COA | <input type="checkbox"/> 333 |
| <input type="checkbox"/> POA | |
| <input type="checkbox"/> Pilot's License | |
| <input type="checkbox"/> Visual Observer | |

PART 107

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> ATC Approval |
| <input type="checkbox"/> Remote Pilot Certificate | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Registration for each UAS | |
| <input type="checkbox"/> Description of Flight Operations | |
| <input type="checkbox"/> Waiver(s) | |



Film Office



Commercial Filming Stipulations / San Bernardino County Regional Parks

1. The permittee shall designate a representative for field operations before activities may commence, who shall be the sole field representative of the permittee's employees or contractors in dealing with the authorized County employee and/or representative. Said representative shall be employed on behalf of the permittee's employees or contractors to communicate with the authorized officer, and to receive and comply with all communications and decisions of the authorized officer.
2. A copy of the permit and the stipulations shall be kept available on location at all times, for review for County personnel upon request. All persons (e.g., permittees, contractors, sub-contractors) working at the site will be familiar with the permit stipulations. Non-compliance with permit stipulations may result in cancellation of the permit, or other adverse actions against the permittee.
3. The permittee shall confine all activities within the designated County Park specifically defined by the attached map at the specified times and dates. If the County Park location or other limitations on this filming authorization are deemed not appropriate by the permittee, no action shall be undertaken by the permittee at other times or on other public lands suitable to him/her until said changes are approved by the County Park's Manager. Anytime filming activities move off County Park's land, the San Bernardino County Film Office must be notified.
4. **THIS PERMIT AUTHORIZES THE USE OF COUNTY PARK LAND ONLY. PERMISSION FOR THE USE OR OCCUPANCY OF PRIVATELY OWNED LANDS OR PROPERTY MUST BE OBTAINED FROM THE OWNER(S) AND ALSO REQUIRES A COUNTY FILM PERMIT. CONTACT THE SAN BERNARDINO COUNTY FILM OFFICE FOR MORE INFORMATION.**
5. No activity is allowed on County Park if the park is deemed not suitable for activity. Any activity which would negatively impact the property is prohibited, including the use of props, vehicles, equipment, etc. which would break up or other wise alter the land's surface.
6. Any soil disturbance such as ditching, ponding, leveling, mounding, etc. is not permitted on the County Park land unless previously permitted. A refundable bond may be required should this activity be approved. Any authorized disturbance must be returned to original condition within 3 days of completion of filming.
7. The area shall be kept clear of trash and debris. Trash containers must be animal/bird proof (with lids secured at all times) and all trash and debris generated by the filming operation shall be removed immediately after completing filming operations. All liquid discharges, including waste and other discharges from camping vehicles or other equipment, paint, water, etc. is prohibited. Non-permanent and non-toxic powders, such as non-permanent powder dyes, are permitted.
8. The San Bernardino County Film Office must be notified of any commercial filming involving exotic plants and animals. The permitted filmmakers are responsible for controlling and cleaning up after these species, including feces, to avoid the dissemination of seeds or diseases in the desert. A County Animal Stipulations form must be submitted to the San Bernardino County Film Office for approval of use of animals on County land.
9. The San Bernardino County Film Office must be notified of any commercial filming involving aircraft or pyrotechnic or explosive devices and it must be specifically approved by the County of San Bernardino Sheriffs Department and the County of San Bernardino Fire Department in advance (this is part of the permit process.) The Permittee must include all additional appropriate information when applying for the County of San Bernardino permit such as for special effects, pyrotechnics, and aircraft.

10. Filming operations shall be conducted in such a manner as to avoid creating safety hazards to other County visitors and users and to the filming crews. The permittee shall use whatever signs, flagging, help of individuals, or other appropriate safety devices for the safe conduct of the filming operation and the protection of other users and visitors before, during, and after filming activities. Props, equipment and vehicles that are left at ongoing filming sites overnight must be accompanied by a guard.
11. Application and rental fees will not be refunded once a filming permit has been processed. Please contact the San Bernardino County Film Office at (909) 300-5648, to reschedule.
12. For movie projects, acknowledgement through the film credits shall be given to the County of San Bernardino Regional Parks and San Bernardino County Film Office for the portions of the movie filmed on lands administered by the County of San Bernardino Regional Parks Department.

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

Permittee Signature

Permittee Name (please print)

Title

Date

Drafted June, 2005
Revised May 2016