



## 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.....**\$170** per application

**Film Permit Rider (if applicable):**

Minor Rider **\$37** 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 5 business days for processing*

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

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**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.*

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**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.**

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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.

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**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.**

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## 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 on the next page)*

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## **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](mailto: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.

**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.

## UAS/ DRONES AND FILMING IN SAN BERNARDINO COUNTY

Due to the increase of filming with Unmanned Aerial Systems (UAS or otherwise known as drones) in the County of San Bernardino, effective April 13, 2015, the County will be temporarily enforcing similar regulations as set forth but the California Film Commission on April 06, 2015, until such time the County adopts their own standards in conjunction with the FAA. Below are said regulations:

The following includes the latest information on the use of UAS (drones), including the most recent list of FAA-exempted UAS operators.

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

1. Proof that the production is using a UAS operator that has received an FAA exemption, preferably a copy of the operator's Certificate of Authorization (COA). See below for the current list of aerial production companies allowed to operate UAS for filming in the United States. This list is subject to change.

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.

2. A copy of the operator's written Plan of Activities (POA).
3. Proof of insurance coverage as follows:  
Evidence of coverage for the use of Unmanned Aircraft Systems (UAS) must be provided by the UAS operators (only those granted FAA exemptions).

Each UAS operating entity must submit proof of **Unmanned Aircraft Systems (UAS)** insurance with a limit of at least **\$2,000,000**. The certificate of insurance must include a **separate** policy endorsement showing proof of **UAS** coverage. A **second** (separate) endorsement must be submitted naming the County of San Bernardino, its officers, agents and employees as Additional Insured (see insurance requirements in the film permit instructions). NOTE: Each of these **two** endorsements require a **separate** attachment to the certificate of insurance.

### **IMPORTANT NOTES**

- Other County agencies may have additional requirements regarding the use of UAS in their jurisdictions. Please check with all relevant agencies or with the San Bernardino County Film Office (SBCFO) *before* submitting your permit applications.
- 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, ANY County representative may immediately suspend the UAS activities and/or the production may halted as well.

- The use of a UAS as a **PROP** 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 whether it's exterior or interior filming, the County will not approve permits when UAS are involved, unless they are flown by FAA-exempted operators.
- Also be aware that new regulations for the commercial use of small UAS have been introduced by the FAA. These laws, if passed, would supersede current guidelines. The FAA anticipates that it will be mid to late 2016 before any new rules will be announced.

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.
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. At least three days before scheduled filming, the operator of the UAS affected by this exemption must submit a written Plan of Activities (POA) to the SBDFO. The 3-day notification may be waived with the concurrence of the SBCFO. The POA 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 County upon request.
- 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.

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, or D 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 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 any County representative upon request.

For a full list drone companies with an FAA exemption go to:

[http://www.faa.gov/uas/legislative\\_programs/section\\_333/333\\_authorizations/](http://www.faa.gov/uas/legislative_programs/section_333/333_authorizations/)

For more information on the FAA and UAS, go to:

<http://www.faa.gov/uas/>

