



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

FILM PRODUCTION PERMIT APPLICATION

PERMIT REQUIRED – 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. 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. Please submit completed application either in person to the Community Development Department Planning Counter or by e-mail to PlanningEPC@folsom.ca.us. Please confirm City receipt of e-mailed application by calling 916-461-6202. 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.

1. **Film Production Start Date/End Date:** (_____ / _____).

2. **Production Company/Applicant Information:**

Company Name: _____

Address: _____

City, State, Zip Code: _____

Office Phone & Fax: _____

E-mail: _____

3. **Information for Film Production Field Representative:**

Contact Type: () Location Mgr/Scout () Production Mgr () Other

Name: _____

Office phone & Fax.: _____

Cellular Phone: _____

E-mail: _____

4. **Requirements/Checklist/Key Information (To be reviewed and completed by Film Permit Applicant).**

a. **Do you plan to use City facilities as part of the planned film production?** YES NO

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) 461-6620 for Parks and Recreation’s facility use permit.

b. **Do you plan to use private property as part of the planned film production?** YES NO

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.

c. **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.** YES NO

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 and non-contributory** 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.

d. By initialing here _____ applicant agrees to acknowledge, through film credits, the City of Folsom for those portions of the movie filmed on or using City of Folsom property or resources.

e. Does your planned filming activity include special and/or pyrotechnical effects/stunts? **YES** **NO**
 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, tent/canopy, 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 Marshall Pyrotechnical Operator License No.

_____ Folsom Fire Department Pyrotechnical Permit No.

f. Are any street closures planned? **YES** **NO**
(Street closures require advance approval from the City. A traffic plan may be required.)

g. Is a Site/Location Map attached to the film permit application? **YES** **NO**
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.

h. Will alcoholic beverages be served during the film production? **YES** **NO**
 If yes, a permit from Alcoholic Beverage Control (ABC) must be attached to this film permit application. ABC may be contacted at 916-227-2002.

- i. **By initialing 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.
- j. **(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.

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

6. 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: _____
 Phone Number: _____ Signature: _____

7. 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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FILM PRODUCTION PERMIT APPLICATION Quick Reference Guide

1. **WATER METER:** Folsom Water Treatment Plant (916-351-3361).
2. **BUILDING PERMIT:** Building Permit Counter (916-461-6201).
3. **DUMPSTER:** Solid Waste Division (916-461-6730, Extension 3).
4. **ENCROACHMENT PERMIT:** Community Development Engineering Division (916-461-6212).
5. **TRAFFIC PLAN:** Public Works Department, Traffic Engineering (916-461-6710).
6. **GENERATORS:** Public Works Department (916-461-6712).
7. **USE OF CITY FACILITIES:** For Parks and Recreation facilities contact Folsom Parks and Recreation Department (916-461-6601). For other City facilities, contact the City Manager's Office (916-461-6010).
8. **USE OF PRIVATE PROPERTY:** Requires completion of "Owner's Authorization" form included with film permit application.
9. **HAZARDOUS OPERATIONS:** Folsom Fire Department (916-461-6300).
10. **USE OF SPECIAL AND/OR PYROTECHNICAL EFFECTS/STUNTS:** Folsom Fire Department (916-461-6300).
 - 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 ALCOHOL IN PARKS AND PUBLIC PLACES:** Folsom Parks and Recreation Department (916-461-6601).
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:
 - a. 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**.
 - b. Endorsement also will stipulate that the applicant's policy will operate as **primary and non-contributory** insurance for activities associated with this film permit.
 - c. 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.
 - d. 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.
 - e. Satisfactory insurance or evidence of permission to self-insure in full compliance with Workers' Compensation Law of California.
 - f. A copy of the insurance certificate and endorsement must be attached to the film permit application.