

<b>Applicant Information</b>		
Production Company Name		
Filming Date(s)		
Company Address		
City, State, ZIP Code, Country		
Phone	Email:	
Permit Contact Name		
Permit Contact Phone	Email:	
On Set Contact, Title		
On Set Cell (Required)	Email:	
<b>Project Details</b>		
Project Title (Required)		
Est. Budget (Required)	Total Local Hires:	
Est. Spend in Sac (Required)	# Hotel Nights	
Attendance: # of Crew:	# of Cast:	Total:
Named Cast Members		
Producer	UPM	
Director		
<b>Production Type (Check all that apply)</b>		
Feature Film	Corporate/Industrial	Short
TV Series/Pilot	PSA/Gov Agency	Student
TV Commercial	Web Content	Music Video
Documentary	Web Series	Still Photography
<b>Production Vehicles List – indicate quantity, size, or length (5-ton, step-van, 35ft, etc.)</b>		
Camera	Motorhome	
Grip/Electric	Production Van	
Wardrobe, Set Dress, Props	Honey Wagon	
Generator	Other (specify)	

**Location Description**

**Location # 1**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions:

**Location # 2**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions:

**Location # 3**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions

**Location Description****Location # 4**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions:**Location # 5**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions:**Location # 6**

Location Address	Date	INT/EXT/Both	Start Time	End Time

Summarize Scene:

Check all that apply

Parking Request (Include Map)	Intermittent Traffic Control (Include Map)	Street Closure (Include Map)	Neighborhood Notification	Simulated Violence
Pyrotechnics	Drone Use	Amplified Sound	Minors	Animals

Equipment, Personnel  
and/or Special Conditions:

## Street Closure Requests

Name of Street to be closed (include map):

Between	And	Date:	Start Time:	End Time:

Name of Street to be closed (include map):

Between	And	Date:	Start Time:	End Time:

Name of Street to be closed (include map):

Between	And	Date:	Start Time:	End Time:

Name of Street to be closed (include map):

Between	And	Date:	Start Time:	End Time:

Reason for street closure and whether you are requesting a complete closure or intermittent traffic control (ITC):

## Parking Requests

Please describe parking needs: streets, dates, times, map.

We will put you in touch with parking once we have this information.

## Additional Details

Will the production have amplified sound? If yes, please describe:

Will there be any fenced areas? If yes, please describe:

Will there be construction or other improvements, including any canopies, tents or awnings? If yes, please describe:

Please describe your post-production clean-up plan:

## Safety/Security

Please describe your procedures for both crowd control and internal security:

Have you hired a company to provide security for this production?    Yes          No

Security Co. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of Guards and Schedule:

## Guidelines, Rules and Regulations:

- Permittee is required to comply with any Federal, State of California, or Sacramento County regulations, orders, or guidelines relating to workplace safety or the public's health and safety when filming in the City of Sacramento.
- Permittee is subject to the provisions of Chapter 5.60 of the Sacramento City Code.
- Filming in the City of Sacramento is permitted and coordinated through Sacramento Film + Media, which makes referrals to city agencies depending on the needs of any given production.
- Permit Applications may require review by the City of Sacramento Permit Review Board, depending on the nature, size or impact of the production.
- A certificate of insurance must be filed with the Sacramento Film + Media at least five (5) business days before the start of filming. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respect to General Liability. An additional insured endorsement naming the "the City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85. Workers' Compensation coverage is also required if the permittee has employees; if employees will be conducting services on City premises, a Waiver of Subrogation is also required.
- All trash and debris must be removed from the location immediately after each day production concludes. The City of Sacramento's Solid Waste Division will charge permittee for any cost to clean up a production site not cleaned by permittee. Permittee is required to provide recycling receptacles for large productions.
- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. Permittee may be required to provide advisory signs to provide advanced notice to the regular users of a roadway of the scheduled closure (placed a minimum of two weeks prior to the event) if the production may impact a major use roadway.
- Filming in residential areas from 10 p.m. to 7 a.m. is restricted. Production is permitted during these restricted hours only with the prior consent of the city and requires the submission of a completed signature survey from residents. Parking in commercial areas may be restricted during commutehours.
- Permittee shall provide at least 72 hours written notice of filming to surrounding businesses and residences. The notice must include permittee's name, shooting schedule, and the name, address and phone numbers of permittee's business office and local representatives. The notice must be submitted to: Sacramento Film + Media prior to distribution.
- At least 72 hours before the film shoots occurs, information about street parking related to the film shoot must be posted.
- No alteration or variation of the terms or locations of the permit shall be valid unless made in writing and signed by the parties hereto.
- The City of Sacramento Police Department determines the extent and type of security needed for a production. The hiring of City of Sacramento police officers, a professional security company, or a combination of both may be a condition of permit approval and acquisition.
- The City of Sacramento Fire Department must review and approve the following: 1) first aid and/or emergency medical services plan; 2) emergency vehicle access route; 3) use of open flame or pyrotechnics; 4) maintenance and storage of vehicle fuel; 5) location of power sources; 6) the availability and location of on-site fire suppression equipment; 7) the occupancy and spacing of tables or enclosures; 8) the use of tents, canopies or any fabric shelters; and 9) other production related conditions subject to Fire Department review. The Fire Department may require and perform inspections at permittee's cost before and/or during production.

- Permittee shall assume and reimburse the city for any and all costs and expenses related to the production that are determined by city to be unusual or extraordinary, including but not limited to the cost of: 1) providing, erecting, and moving barricades and/or signs; 2) providing and moving garbage or waste receptacles; and 3) city personnel who are required by the city to work overtime hours.
- Permittee shall defend, indemnify, and hold harmless the City of Sacramento, its officials, agents, employees, and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant or its officers, agents, employees, or volunteers directly or indirectly arising from the exercise of the authority under the Film Permit.
- Permits are not transferable and are revocable at any time.

**Agreement and Signature**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the production company to submit this application on its behalf. The information contained herein is complete and accurate.

Name and title (printed)

Signature:

Date:

**Office Use Only**

Permit Application #:

Assigned to:

Notes:

Submit your completed application as an email attachment:

Jennifer West  
 Sacramento Film Commissioner  
 Sacramento Film + Media  
 915 I Street, 3<sup>rd</sup> Floor  
 Sacramento, CA 95814  
 Phone: (916) 808-2676

FilmOffice@cityofsacramento.org