



# City of Camarillo

Department of Community Development

## SPECIAL EVENT PERMIT – **FILMING**

### Application

<b>SUBMITTAL</b>	601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360	<b>STAFF USE</b>	<b>Fee</b> <input type="checkbox"/> \$_____ Administrative approval <input type="checkbox"/> \$_____ City Council approval <input type="checkbox"/> Non-profit exempt <input type="checkbox"/> Deposit \$_____	<b>SPEV No.</b> _____ Received by _____ Date Filed _____ HTE No. _____
				<b>Case Planner</b> _____
<b>NOTE</b>	<p><b><u>A Special Event Permit for filming must be filed with the Department of Community Development at least seven (7) days prior to the start of filming. Applications that are incomplete or late will not be accepted.</u></b></p> <p><b><u>Fees must be paid at time of submittal of the application.</u></b></p>			
	<p>Special Event Permits will not be issued for any activity that conflicts with the City of Camarillo Municipal Code, and no person shall operate, conduct or maintain any business or operation which is in conflict with the Camarillo Municipal Code.</p>			
<b>INFORMATION REQUEST</b>	<p><b>Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
	<p>APPLICANT/PRODUCTION COMPANY _____</p> <p>Main Contact Person (please print) _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p>PERMIT PROCESSING COMPANY (if applicable) _____</p> <p>Contact Person (please print) _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>			
<b>PROPERTY OWNER</b>	<p>If filming will use multiple properties, property owner’s authorization is required for all properties at time of submittal. If filming in a residential neighborhood, Homeowner’s Association is required in addition to the property owner. Attach additional property owner’s authorization as needed.</p> <p><b><i>As legal owner/manager/legal representative of the property, I hereby give my consent and approval of the filing of this Special Event Permit – Filming application.</i></b></p> <p style="text-align: center;"><b><input type="checkbox"/> Property Owner / <input type="checkbox"/> Property Manager / <input type="checkbox"/> Legal Representative</b></p> <p>Signature _____ Date _____</p> <p>(Print Name) _____ Title _____</p> <p>Company / Entity Name _____</p> <p>Email _____ Phone _____</p>			

**CHECKLIST**

**REQUIRED SUBMITTAL ITEMS. All Special Event filming Permit applications must submit the following items. Incomplete applications will not be accepted. Additional materials may be required depending on the nature and location of the request.**

- Completed Special Event Permit – Filming application
- Site Plan – 1 copy 8 ½” x 11”
- Fees per current Fee Schedule – Students are exempt with verification from film school that applicant is an enrollee and that this is a student film project.
- Certificate of Insurance and Endorsement Sheet (see insurance sample for requirements)
- Property Owner’s Authorization
- VCFPD Questionnaire for Filming

**LOCATION**

**Location #1** \_\_\_\_\_  
**Date (s)** \_\_\_\_\_ **Time(s)** \_\_\_\_\_  
 Private residence  **Yes**  **No** // Commercial location  **Yes**  **No** // City property  **Yes**  **No**

**Location #2** \_\_\_\_\_  
**Date (s)** \_\_\_\_\_ **Time(s)** \_\_\_\_\_  
 Private residence  **Yes**  **No** // Commercial location  **Yes**  **No** // City property  **Yes**  **No**

**DESCRIPTION OF FILMING ACTIVITY**

**Type of filming:**  TV  Motion Picture  Music Video  Still Photography  PSA  
 Advertisement  Other \_\_\_\_\_

**Film/show title** \_\_\_\_\_ **Rating (if applicable)** \_\_\_\_\_

**Film plot (brief)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Indicate all that apply:**  
 Interior dialog  Exterior dialog  Running/Walking shots  
 Wet down  Aircraft  Other \_\_\_\_\_

**Briefly describe the filming activities** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Will filming take place on public streets?**  **Yes**  **No**      If yes, please describe below:  
 Road closure  Lane Closure  Drive up/Away  
 Drive with flow of traffic  Running / Walking shots  Camera in curb lane

**What street(s)/area(s) will be involved?** \_\_\_\_\_  
 \_\_\_\_\_

**Estimated number of crew** \_\_\_\_\_ **Estimated number of talent** \_\_\_\_\_

**Vehicles / Equipment involved. Please mark all that apply and indicate quantity:**  
 Cranes \_\_\_\_\_  Lighting trucks \_\_\_\_\_  Oversized equipment \_\_\_\_\_  
 Trailers \_\_\_\_\_  Support vehicles \_\_\_\_\_  Other \_\_\_\_\_ Type \_\_\_\_\_

**Location of where vehicles will be parked** \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF FILMING ACTIVITY (cont.)**

Describe noise level \_\_\_\_\_

Will firearms or simulated firearms be used?  Yes  No

If so, in what capacity? \_\_\_\_\_

Will pyrotechnics, explosives, or fire be involved?  Yes  No

If so, in what capacity? \_\_\_\_\_

Will a generator be used?  Yes  No

Location \_\_\_\_\_

Indicate type and size of generator \_\_\_\_\_

Will chemicals be used?  Yes  No If yes, describe \_\_\_\_\_

Will there be stunts?  Yes  No If yes, describe \_\_\_\_\_

Will animals be used?  Yes  No

Will security be provided?  Yes  No If yes, by whom? \_\_\_\_\_

Will food be provided?  Yes  No If yes, by whom? \_\_\_\_\_

Will a tent be used?  Yes  No If yes, list quantity and size \_\_\_\_\_

Will there be any building or façade changes?  Yes  No If yes, describe \_\_\_\_\_

**PARKING RESTRICTIONS**

Will reserved parking spaces be required?  Yes  No

If yes, the Applicant/Permittee will be responsible for posting all necessary signage. Parking restrictions must be **posted 72 hours in advance** of the proposed parking restriction, using the standard "R26, No Parking Anytime-Temporary" working with the date(s) and hours handwritten in. City ordinances do not permit the signs to be posted on trees, signposts, streetlights, etc. The signage must be posted on either barricades, delineator cones or posts. The City does not provide signage, barricades, delineator cones or posts. It is the Applicant/Permittee's responsibility to remove all signage at the completion of the approved time period.

Please list location, dates, and times of requested locations of restricted parking. Attach a map.

Location \_\_\_\_\_ Number of spaces \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Location \_\_\_\_\_ Number of spaces \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

<p><b>APPLICANT SIGNATURE</b></p>	<p><b>➤ APPLICANT:</b></p> <p><i>I hereby certify the following:</i></p> <ul style="list-style-type: none"><li><i>I have read and understand and agree to comply with Sections 10.38.010 through 10.38.030 of the Municipal Code (set forth on the following page).</i></li><li><i>I understand that any violation of any part of the Municipal Code could lead to the closing/cancelling of the event.</i></li><li><i>I understand that any violation of the conditions of approval could lead to the closing/cancelling of the event.</i></li><li><i>I will provide proper insurance (Certificate of Insurance and Endorsement Form).</i></li><li><i>By signing this form, I am stating that I have permission to sign for the applicant/permittee.</i></li></ul> <p><i>I further certify that the information included herein is accurate.</i></p> <p><input type="checkbox"/> Applicant/Permittee / <input type="checkbox"/> Film Permitting Agency / <input type="checkbox"/> Legal Representative</p> <p>Signature _____ Date _____ (Print Name Here) _____ Title _____</p>
<p><b>CITY REVIEW</b></p>	<p>Staff Comments _____</p> <p><b><u>COMMUNITY DEVELOPMENT DEPARTMENT Review:</u></b></p> <p><input type="checkbox"/> Approved / <input type="checkbox"/> Denied</p> <p>Signature _____ Date _____ Assistant Director of Community Development</p> <p>Signature _____ Date _____ Director of Community Development</p>



## QUESTIONNAIRE FOR FILMING

**NAME OF PRODUCTION AND PRODUCTION COMPANY**

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**LOCATION OF FILMING:** \_\_\_\_\_

**DATE/S OF FILMING:** \_\_\_\_\_

**Fire Department Film Review Fee for Filming: \$228.00**

**Still Photography Review Fee: \$152.00**

**If any of the following will be present at the production site or base camp area a Fire Code Permit and a Fire Safety Officer may be required.**

Tents 401 to 1600 sq. ft.	\$190.00
Tents greater than 1600 sq ft	\$342.00
Pyrotechnics (explosives, squibs, open flame)	\$266.00

**Additional activities:**

Interior Set Construction	No	Yes
Construction of structures	No	Yes
Operation or landing of aircraft or helicopters	No	Yes
Stunts	No	Yes

The Fire Safety Officer is on production company time card and paid by the production company.

Current rate is \$48.00 an hour with an 8 hour min. Time and a half after 8 hrs and double time after 12 hrs.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions  
805-947-8535

**Company Representative** \_\_\_\_\_

**Contact Number** \_\_\_\_\_