



# *City of Petaluma*

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## *Film Permit Application*



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*Thank you for your interest in filming in Petaluma. Enclosed you will find Petaluma's film permit application and the supplemental forms required by the City. Please note that if you wish to film in the downtown area, it will be necessary to also seek approval from the Petaluma Downtown Association.*

*We look forward to working with you. Please do not hesitate to call if we can provide any assistance. The City Manager's Office can be reached at (707) 778-4345 or by fax (707) 778-4419, or by email at [citymgr@ci.petaluma.ca.us](mailto:citymgr@ci.petaluma.ca.us).*

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SONOMA COUNTY  
**UNIFORM FILM PERMIT APPLICATION**  
**for the City of Petaluma**

*Revised: Feb. 25, 2013*

Production Start & End Dates: \_\_\_\_\_

<b>For Official Use Only</b>	
<b>Permit Issued By:</b> _____	
Date: _____	Name of Permittee: _____
Jurisdiction(s) Permit Application Filing Fee(s) Payable To: _____ City of Petaluma	
Check No. _____ Cash _____ Wire _____ Credit Card _____ Amount: \$ _____ Date: _____	

The City of Petaluma requests that permits be submitted at least seven working days prior to filming, if at all possible, as **administrative offices are closed on Fridays**. Filming in the Downtown Area requires prior approval from the Petaluma Downtown Association (PDA). Some filming permits for the downtown area may require up to two weeks notification. They can be reached at (707) 762-9348.

**SECTION 1 - GENERAL INFORMATION** (*Attach additional sheets as necessary.*)

1. Applicant/Production Company: \_\_\_\_\_
2. Film Production Title : \_\_\_\_\_
3. On-Site Contact: \_\_\_\_\_
4. Producer (if different): \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_
6. Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_
7. Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
8. Production Type:  Still  Film  Video  Multimedia  Other: \_\_\_\_\_
9. Classification:  Commercial  Industrial  TV  Multimedia  
 Educational  Feature  Short  Documentary  
 Student (*Student filming must have letter from school detailing project and school permission to film*)
10. Production Title / Story Summary: \_\_\_\_\_
11. Insurance Provider: \_\_\_\_\_ Policy Number \_\_\_\_\_

12. Total Site Number of Cast & Crew: \_\_\_\_\_ Estimated Room Nights: \_\_\_\_\_
13. Estimated Total Production Cost: \$ \_\_\_\_\_
14. Summarize Filming **Dates, Hours and Location Address:**
- Location No. 1: Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_
- Location No. 2: Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_
- Location No. 3: Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_
15. The Parking Plan must identify vehicles and their locations to be used during filming as well as any proposed street closures, detours, or modifications to traffic circulation. Summarize special parking and traffic circulation requirements (e.g., road closures, detours, parking layouts). Provide additional detail as necessary on the **attached parking diagram.**
- Location No. 1: \_\_\_\_\_
- Location No. 2: \_\_\_\_\_
- Location No. 3: \_\_\_\_\_
16. Equipment and Vehicle Descriptions (include type, size and quantity): Generators: \_\_\_\_\_
- Trucks / Cars: \_\_\_\_\_ Sanitation & Location Facilities: \_\_\_\_\_
- RVs & Hook-Up Facilities: \_\_\_\_\_ Other: \_\_\_\_\_
17. Summarize sets and structures to be erected, if any: (*Attach sketches*)
- Location No. 1: \_\_\_\_\_
- Location No. 2: \_\_\_\_\_
- Location No. 3: \_\_\_\_\_
18. Summarize any special effects planned: (i.e., car crash/other stunts, chases, explosions, shootings, pyrotechnics, helicopter, animals.)
- Location No. 1: \_\_\_\_\_
- Location No. 2: \_\_\_\_\_
- Location No. 3: \_\_\_\_\_
19. If required, provide a security plan that outlines what measures the applicant will undertake to provide the necessary security during the production of the film (e.g., traffic control, public access). (*Attach plan*)
20. Summarize any assistance you may need: \_\_\_\_\_
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21. List previous production activity in Sonoma County (if not first time): \_\_\_\_\_
22. How did your company learn of Sonoma County? \_\_\_\_\_
23. In most cases, owner permission must be obtained prior to entering or utilizing private property as part of proposed film production. (*sample document enclosed*).
24. Permission Required for Altering City Property: City property (street signs, curb markings, parking zones, etc.) shall not be removed, defaced, or altered in any way unless specific authorization has been granted in this permit by the City Manager's office.
25. Stationing of Equipment on Public Property: No equipment, used in or for the purpose of the filming activity, shall be placed in City streets, sidewalks, or other City property, except as so noted in the approved parking plan.
26. Actors Portraying Police Officers/Police Vehicles: Any prop vehicles used as marked radio police cars shall have their light bars and decals covered at all times when not on camera.
27. The Filming of City Buildings, which could be clearly and easily identified as "City of Petaluma", is strictly prohibited. This would also include filming of the City Seal. The City of Petaluma does not endorse any product or service as may be portrayed in any filming activity.
28. Other Permit Conditions, Including Additional Insurance Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATEMENT OF APPLICANT**

**I hereby declare that the information set forth in this Film Permit Application is complete and accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

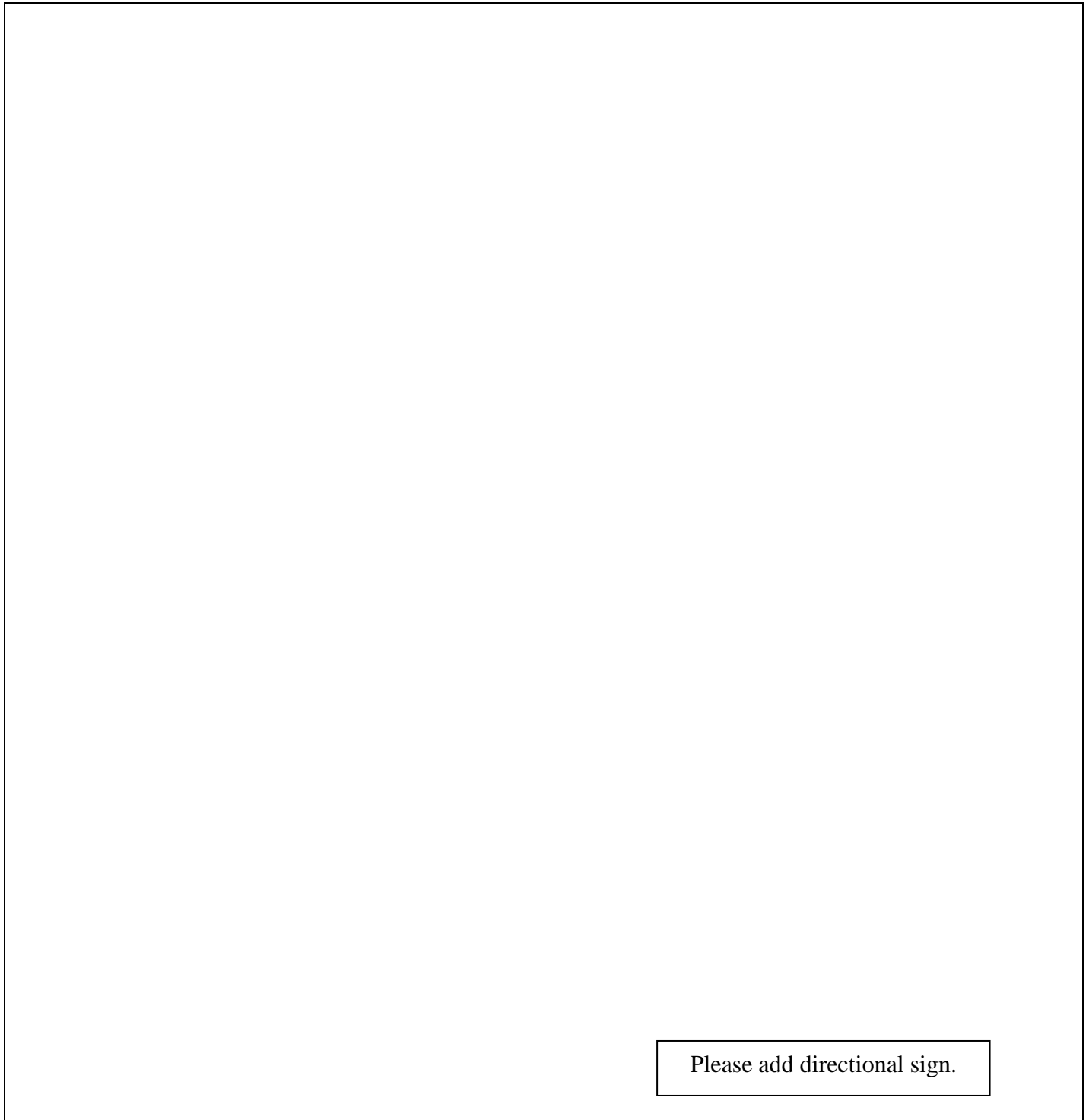
\_\_\_\_\_  
Title

\_\_\_\_\_  
State/Driver's License #

\_\_\_\_\_  
Date Expires

## **Parking Diagram**

Describe parking plan for all vehicles which will be parked on City streets or City parking facilities. Please identify driveways, curb zones, and intersecting streets. Show all required parking including personal automobile parking for cast and crew. *Parking is usually permitted on **only one side of the street** and must be marked at least 24 hours prior to the start of filming.*



Please add directional sign.

**Please note:** If your parking needs change at the last minute (requiring Public Works to re-make or re-post the signs), additional fees will be charged to accommodate your changes.

# PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Permittee and any subcontractor shall not commence work under this Agreement until Permittee shall have obtained all insurance required under this paragraph and such insurance shall have been approved by the City Attorney as to form and carrier and the City Manager as to sufficiency, nor shall Permittee allow any contractor or subcontractor to commence work on this permit or subcontract until all similar insurance required of the Permittee and/or subcontractor shall have been so obtained and approved. All requirements herein provided shall appear either in the body of the insurance policies or as endorsements and shall specifically bind the insurance carrier.

Permittee shall procure and maintain for the duration of the permit all necessary insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Permittee, the Permittee's agents, representatives, employees or subcontractors.

## **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage:
  - a. Personal injury;
  - b. Contractual liability.
2. Insurance Services Office form covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability insurance.
5. Such other insurance coverages and limits as may be required by the City.

## **B. Minimum Limits of Insurance**

Permittee shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate liability is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: Bodily Injury by Accident - \$1,000,000 each accident.  
Bodily Injury by Disease - \$1,000,000 policy limit.  
Bodily Injury by Disease - \$1,000,000 each employee.
4. Professional Liability insurance: \$1,000,000.
5. Such other insurance coverages and limits as may be required by the City.

## **C. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Permittee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

## **D. Other Insurance Provisions**

The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Permittee; products and completed operations of the Permittee; premises owned, occupied or used by the Permittee; or automobiles owned, leased, hired or borrowed by the Permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
2. For any claims related to this project, the Permittee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought except, with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

**E. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

**F. Verification of Coverage**

Permittee shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Permittee's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by the City.

# **IMPORTANT NOTICE**

## *FILMING SCHEDULE*

Filming has been scheduled for this block between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_.

Our film company, \_\_\_\_\_, is filming a \_\_\_\_\_ about \_\_\_\_\_.

We will attempt to minimize any disruption or inconvenience to you and leave the area as quickly as possible.

If you have any physical condition or special circumstance we need to know about, please call us to let us know.

Thank you for your patience!

### **Film Company Contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Film Company

\_\_\_\_\_  
Phone

### **City of Petaluma Contact:**

City Manager's Office  
(707) 778-4345

**Petaluma Downtown Association Contact:**  
(if filming in the *downtown* area)

Phone: (707) 762-9348  
FAX: (707) 283-0528



## **PRIVATE PROPERTY RIGHT-OF-ENTRY/USE PERMISSION FORM(S)**

Applicants must obtain written permission from all affected private property owners including businesses, merchants, and residences to enter and/or use their property. Evidence that permission(s) have been obtained must be submitted with the application packet. Congregating on private property is subject to notification of owner(s) and approval by the owner(s) or manager(s) of the properties involved. Note that compensation to enter and/or use private property is required in certain instances by private property owners, businesses, merchants, residences, and tenants (See Section 1.4.3).

### Private Property Right-of-Entry/Use Permission Form Example:

“I, \_\_\_\_\_ hereby grant permission to \_\_\_\_\_ to enter and/or use my property located at \_\_\_\_\_ for the purpose of filming and/or photographing a production known as \_\_\_\_\_ on the following date(s): \_\_\_\_\_.” Said permission is subject to the following conditions.

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### **Grantee (Film Production Company):**

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Grantor (Property Owner, Merchant, Tenant, etc.):**

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## CODE OF CONDUCT

### CALIFORNIA FILM COMMISSION STATE OWNED/OPERATED PROPERTIES FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

**TO THE INDUSTRY:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we film, we will see more production leaving California, resulting in fewer jobs for all of us. Please adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:

\*Name of company      \*Name of production \*Company Contact  
\*Kind of production    \*Type of activity & duration

2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit, should park one by one, and turn off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbors' or merchants' property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the permit. All catering, craft service, construction, strike and personal trash must be removed from location.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated in the permit.
8. Please keep all noise levels as low as possible.
9. Observe designated smoking areas and always extinguish cigarettes in butt cans.
10. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the company.
11. All sets and props should be removed upon completion of their use.