



CHECKLIST FOR A FILM AND PHOTOGRAPHY PERMIT

The purpose of the Film Permit is to facilitate filming within the city and to ensure that such activity is consistent with the public health, safety and general welfare and the protection of property. Per RCMC 5.16, filming, videotaping, or producing motion pictures on motion picture film or electronic videotape for public exhibition as motion pictures or for television at any place within the city may be allowed, subject to the issuance of a Film Permit.

SECTION 1: Filing Requirements

- 1. Film Permit Application through ACCELERATE, our online Citizen Portal.
<https://aca.accela.com/cityofrc/>
- 2. Copy of a valid Business License or Business License Application (This is also required for all vendors).
- 3. Site Plan (location of structures such as tents, fencing, lighting fixtures, parking, etc.) If filming is planned on City streets or City property, please submit a site plan showing location(s) of cast, crew, vehicle(s), and route(s) traveled in order to film a scene.
- 4. Signed Property Permission Form (attached).
- 5. Certificate of Liability Insurance is required for all filming occurring on public property (see Section 3).
- 6. Additional approvals/permits as appropriate (see Section 4).
- 7. Filing Fees (see Section 2).

SECTION 2: Filing Fees

- Film Permit..... See current fee list.
- Other fees may apply (e.g. Business License, Fire Permit, Encroachment Permit, Electrical/Generator Permit, large tents, canopies, etc.) depending on the scope of filming.

SECTION 3: Certificate of Liability Insurance

Only required for uses occurring on public property.

Insurance certificate must be issued by insurance underwriters “admitted” by the California Insurance Commission and rated ‘A’ or better by AM Best. Requirements below:

- Minimum \$1,000,000 General Liability Limit
- Minimum \$1,000,000 General Automobile Liability
- Minimum \$1,000,000 Worker’s Compensation

- On an additional insured endorsement, the City, its elected officials, officers, and agents are to be named as additional insured
- Appropriate City Employees named as Additional Insured
- \$10,000,000 Aircraft Liability when applicable
 - Depending on event, minimum limits of coverage may change.

SECTION 4: Additional Approvals/Permits

Additional approvals/permits such as building and road encroachment permits, fire district, law enforcement, homeowner association, and/or FAA approval may be required depending on the scope of filming.

SECTION 5: Inspections

Inspection by Building and Safety/Fire Construction Services may be required (i.e. tents over 200 sq. ft. with side walls, tents over 400 sq. ft. without side walls, electrical work, generator, etc.) For additional information, please contact (909) 477-2710.



PROPERTY PERMISSION FORM

PERMISSION TO USE PROPERTY FOR:

<input type="checkbox"/> FILM PERMIT	<input type="checkbox"/> TEMPORARY SIGN PERMIT	<input type="checkbox"/> TEMPORARY USE PERMIT
I Hereby Give Permission to: <i>(applicant)</i>		
To Use the Property Located at: <i>(property address)</i>		
For the Purpose of: <i>(activity)</i>		
On the Following Date(s): <i>(activity date)</i>		
And Time(s): <i>(activity time)</i>		

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:		Phone Number: