



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 Rancho Cucamonga Municipal Code Chapter 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 our Online Permit Center <https://aca.accela.com/cityofrc/>
- 2. Copy of a valid City Business License or Business License Application.
- 3. Site Plan showing location(s) 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 Owner Declaration 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.

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
- \$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

Inspections 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 the Building and Safety Department at (909) 477-2710.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|---|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Site Development Review | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Uniform Sign Program | <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Plan Check/ Zoning Clearance |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Large Family Day Care Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Design Review | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Public Convenience or Necessity |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Hillside Development | <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Mills Act | <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Planned Community |
| <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Other: _____ |

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:	Email:
Address:		