

FILM PERMIT APPLICATION

CITY OF NORCO

2870 Clark Ave., Norco, CA 92860
Phone (951) 270-5644 or (951) 270-5628 Fax (951) 270-5622

Welcome to the City of Norco, Horsetown USA!

We will work closely with you to meet your production needs. It is the applicant's responsibility to notify the City of Norco immediately if there are any changes made to the shooting schedule or production requirements after permit has been approved.



(Please Type or Print Clearly)

Production Title: _____

Applicant Name: _____ Phone: _____

Address: _____
Street City State Zip Code

Representative Name: _____ Phone: _____

Responsible Party Name: _____ Phone: _____

Email Address: _____ Fax: _____

This production/project is:

Commercial Motion Picture Educational TV Episode Still Photo TV Movie Documentary Music Video

Dates of production/project: _____ to _____ Commencing: _____ AM/PM to _____ AM/PM
Date Date

Dates of set up/clean up: _____ to _____ Commencing: _____ AM/PM to _____ AM/PM
Date Date

Production/project location #1: _____

Production/project location #2: _____

Location(s) is/are: City Property Private Property Residential Number in cast and crew: _____

The filming activity to be conducted is described as follows: Attach additional sheets if needed.

Number of vehicles: Auto _____ Motor Homes _____ Trucks _____ Catering Trucks _____ Vans _____ Trailers _____ Other _____

Number of additional transportation units: Airplanes _____ Military Craft _____ Helicopters _____ Other _____

Applicant requests assistance: Street Closures _____ Traffic Control _____ Emergency Service _____ Other _____

Applicant intends to use: Animals _____ Chemicals _____ Explosives _____ Fire _____ Stunt Vehicles _____ Other _____

****PYROTECHNICS, SPECIAL EFFECTS AND OR STUNTS ARE PLANNED? YES NO**

If answer is yes, please describe special effects or pyrotechnics planned for this production activity:

Company Name: _____ License: _____

Pyrotechnician: _____ Phone: _____

Stunt Coordinator: _____ Phone: _____

Company Name: _____ Phone: _____

****Norco Fire Department Fire Prevention Division Approval Required.**

Liability Insurance Company or Insurance Agent: _____ Phone: _____

Employer's Liability Certificate Attached: Yes No Liability Insurance Endorsement attached: Yes No

FILM REGULATIONS

1. An applicant will be required to submit a Permit Application at least three (3) business days prior to the date(s) to conduct an activity for which a permit is required.
2. An applicant shall comply with all conditions or restrictions of the permit.
3. For the legal protection of the City, an applicant shall be required to provide the following:
 - Certificate of Liability Insurance in the amount of \$1,000,000.00 (one million dollars) naming the City officers and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The policy shall not be subject to cancellation or modifications until after thirty (30) days written notice to the City. A copy will remain on file.
 - Workers Compensation Insurance—An application shall conform to all applicable federal and state requirements for Workers Compensation Insurance for all persons operating under a permit. Evidence of such coverage shall be submitted with the application.
4. An applicant shall conduct operations in an orderly fashion. The area used shall be cleaned of trash and debris within a timely manner upon completion of shooting at the scene and restored to the original condition before leaving the site. The City may require a faithful performance bond to ensure cleanup and restoration of the site after inspection.
5. Filming on private property:
 - Applicant shall obtain the property owner's permission; consent for use of property shall be submitted with the application.
6. Public right-of-way:
 - A film permit shall be required for the posting of temporary "NO PARKING" signs, parking of equipment and/or cars on public streets, stringing cable on sidewalks/horse trails or from generator to service point, sidewalk/horse trails shots, driving scenes. "NO PARKING" signs shall be posted by the City and the requirements shall come from the City. The fee shall be assessed by the City.
7. For filming that would impair traffic flow, an applicant shall consult the Riverside County Sherriff's Department and comply with all traffic control requirements deemed necessary.
 - An applicant shall pay for the installation of advance warning signs and any other traffic control devices by the City of Norco Public Works Department in conformance with the Manual of Traffic Controls, State of California Department of Transportation.
 - Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted shall be determined by the city based on location.
 - Traffic shall not be detoured across a double line without prior approval.
 - Unless specifically authorized by the City, the camera cars shall be driven in the direction of traffic and shall observe all traffic laws. Any emergency roadwork or construction by City and/or private contractors under contract to the City shall have priority over filming activities.
8. Upon notification the Fire Department will conduct a field/site inspection of all film permits issued in accordance with State Fire Marshal regulations as outlined in Tile 19.
 - Any personnel required at the location (s) shall be at the permittees' expense. Hours will be billed by the City of Norco Fire Department.
 - A field inspector shall conduct a preliminary inspection. A minimum of one (1) hour will be required for the preliminary inspection.
 - Based upon the preliminary inspection, the field inspector shall determine if a stand-by Fire Inspector shall be required for the duration of the production. A minimum of two (2) hours or actual cost will be billed.
 - The Fire Inspector shall have the authority to revoke any permit as outlined in the California Fire Code.
 - The City of Norco Fire Department shall maintain a copy of the film site inspection within the Fire Prevention Bureau. Special effects, such as pyrotechnics, hazardous materials/conditions, refueling, tents, canopies other hazardous operations shall require a separate permit issued by the City of Norco Fire Department.
9. For the convenience of the general public, all activity by an applicant between the hours of 10:00 p.m. and 6:00 a.m. shall be performed without undue noise and nuisance and with the express authorization of the City.
10. **Film Permit Application fee of \$325.00 for shoots of 1-4 days; \$500.00 for shoots of 4-plus days.**
11. Permittee will be billed at the fully-burdened hourly rate for all Public Works and Public Safety (Riverside County Sheriff's Dept., City of Norco Fire Dept.) personnel required to be present.

These procedures and guidelines are intended to serve as minimum regulations under normal filming circumstances, however, the film permit officer has the discretion to increase or decrease the requirements based upon the actual circumstances.

I declare, under penalty of perjury that the statements and information contained in this application are true and correct to the best of my knowledge and belief. I agree to conform with all requirements of the City of Norco Fire Dept., the City of Norco Public Works Dept. and the Riverside County Sheriff's Dept. and all applicable laws, ordinances and regulations pertaining to the operations of such business.

X _____
Signature of Applicant or Representative Date

Return application to City of Norco Attn: Film Norco, 2870 Clark Avenue, Norco CA 92860 and make check payable to the "City of Norco."

FOR OFFICE USE ONLY

ROUTING APPROVED DENIED DATE _____ STAFF NAME _____

COMMENTS: _____

Police Department: _____ Fire Department: _____