

Email APPLICATION: [permits@palmspringsfilm.com](mailto:permits@palmspringsfilm.com)

Contact: [\(760\) 861-1182](tel:(760)861-1182)

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## APPLICATION CHECKLIST

Working Title: \_\_\_\_\_

Film / Photo Permit Application (below)

Certificate of Liability Insurance

Proof of Worker's Compensation

Permission to Use Private Property for Filming [download](#)

Neighborhood Notification Letter

Map

Encroachment Permit

Desert Hot Springs Police Department Order

Other \_\_\_\_\_

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Submitted by

Phone Number



# City of Desert Hot Springs

11-999 Palm Dr. Desert Hot Springs, CA 92240

## PHOTOGRAPHY & FILMING PERMIT INFORMATION

**PHOTOGRAPHY & FILMING PERMITS** are required in all jurisdictions for the use of any public or private property for the purposes of filming motion pictures, television shows, videos or still photography. A Photography & Filming Permit Application must be submitted for review prior to the issuance of a permit.

\_\_\_ Check here if requesting a Photography permit

\_\_\_ Check here if requesting a Filming Permit

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### *Application Information*

*Please print*

CLIENT/COMPANY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

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### *Project Information*

1. PROJECT TITLE: \_\_\_\_\_
2. PROJECT MANAGER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
3. PRODUCTION MANAGER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
4. PHOTOGRAPHER: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_
5. LOCATION MGR \_\_\_\_\_ Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

(OR LOCATION SCOUT OR APPLICATION ASSIST IF APPLICABLE)

6. PRODUCTION TYPE:  Still Photography  TV Commercial  TV Movie  TV Episode  Feature Film  
 Music Video  Corporate Video  Other: \_\_\_\_\_
7. TOTAL PERSONNEL: \_\_\_\_\_ WHERE LODGING: \_\_\_\_\_
8. EQUIPMENT : # of generators\_\_\_ ; # of cars\_\_\_ ; # of trucks\_\_\_ ; # of RVs\_\_\_ ; Other: \_\_\_\_\_
9. LOCATION SHOOT SPECIFICS: Please give specifics about your shoot below; attach separate sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also, describe all scene(s) to be filmed (including animals, pyrotechnics, and stunts).

Date	Time	Location and Activity	(prep/film/strike)

10. Traffic: If filming is planned on City streets or City property, please submit a Site Plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene. Check if plan attached   
Describe you plan for controlling traffic (i.e., personnel and devices to direct traffic): \_\_\_\_\_

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production: \_\_\_\_\_

11. Stunts/Special Effects: If your project will involve stunts or special effects, please provide detailed information about the specifics planned: \_\_\_\_\_

- Pyrotechnic specifics: \_\_\_\_\_
- Hazardous materials to be used \_\_\_\_\_
- Domestic/Wild animals to be used: \_\_\_\_\_

12. Aerial Stunts/Elements: Please detail any aerial stunts, helicopter landings, hot air balloons, etc. to be utilized in your shoot: \_\_\_\_\_

13. After review of this application Staff may have other requirements such as insurance and Home Owner Association approvals, fees to cover cost of Police or street closures, etc. These requirements will be listed in Section A following your signature below.

14. Other points of agreement:

1. Permittee waives all claims against Company/City/County, its officers, agents, and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify and defend Company/City/County, its officers, agents, and employees, from any and all loss, damage or liability which may be suffered or incurred by Company/City/County,, its officers, agents, and employees, caused by arising out of or in any way connected with exercise by Permittee of the rights hereby permitted, except those arising out of the sole negligence of Company/City/County,.
2. Company/City/County, shall have the privilege of inspecting the premises covered by the permit at any and all times.
3. This permit shall not be assigned.
4. Company/City/County, may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided.
5. Company/City/County, agrees it will not unreasonably exercise this right of termination.
6. The parties hereto agree that the Permittee, its officers, agents, and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the Company/City/County,.
7. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by all parties hereto.
8. Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof.
9. The Permittee hereby agrees to comply with all rules and regulations of the facility or institution subject to this permit.
10. Permit must be kept on site at all times.
11. Company/City/County,makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

15. Film Permit Fee structure is attached. A check covering the entire amount is required prior to issuing the permit. If the amount cannot be determined until the shoot completion, an upper limit estimate is used and any over payment will be refunded.

Permittee agrees to all terms and conditions of this permit including provisions listed above and in any attachments.

NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION  
SHALL BE GROUNDS FOR DENIAL

NAME OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_  
(please print) (Or basis of representation)

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTATIVE OF: \_\_\_\_\_  
client/company

**To be Completed by Staff only**

Section A. Additional requirements of Permittee: Date Permittee notified of add'l requirements \_\_\_\_\_

INSURANCE: If checked by staff, before a film permit is issued, a certificate of insurance must be submitted.  Insurance certificate must issued by insurance underwriter's "admitted" by the California Insurance Commission and rated "A" or "B+" by Best's Key rating Guide for \$1,000,000 or more of General Liability with the City of Desert Hot Springs named as "Additional Insured."  Proof of Workman's Compensation Insurance  \$10,000,000 Aircraft Liability

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|--|------------------|
| <input type="checkbox"/> Certificate of Insurance required                 | Rec'd Date _____ |
| <input type="checkbox"/> Property Owner Permission Required:               | Rec'd Date _____ |
| <input type="checkbox"/> Home Owner Association Approval Required:         | Rec'd Date _____ |
| <input type="checkbox"/> FAA Approval:                                     | Rec'd Date _____ |
| <input type="checkbox"/> PM-10 Permit Approval Required:                   | Rec'd Date _____ |
| <input type="checkbox"/> Fire Department Approval Required: (Private Prop) | Rec'd Date _____ |

Calculate total fee required: Amount \$ \_\_\_\_\_ Rec'd Date \_\_\_\_\_

Section B. Responsibilities of Staff:

- |  |                    |                  |
|--|--------------------|------------------|
| <input type="checkbox"/> Public Right-of-Way Encroachment Permit Required: | Request Date _____ | Rec'd Date _____ |
| <input type="checkbox"/> Police Department Approval Required:              | Request Date _____ | Rec'd Date _____ |
| <input type="checkbox"/> Fire Department Approval Required: (City Prop)    | Request Date _____ | Rec'd Date _____ |

Permit# Granted: _____ Permit Effective Date: _____ through _____
Approved by _____ Date: _____ Date Permittee notified: _____
Conditions of Approval: _____ _____ _____

Note to Staff: If it appears that there will be some difficulty in issuing the permit in three days (for a simple, short duration, shoot,) or it appears that it will be difficult to issue permit before Permittee's target date of filming (which is: \_\_\_\_\_,) please immediately contact the Film Commissioner by phone. Also, please e-mail him and attach this *Application for Permit* to the e-mail.

## Exhibit A                      Filming Fee Structure

A. Motion pictures/film:

Application Fee                      \$140

B. Still photography:

Location Fee                          \$ 50/day

Application Fee                      \$ 75

Location Fee                          \$ 15/day

C. Permit Processing: \$149.00

### ADDITIONAL FEES:

Fees will be charged to cover expenses to the city for personnel, equipment and vehicle expenses incurred by the city to assist a film project. The fees will reflect actual costs to the city and are applied in addition to Application and Location Fees.

- Police Department: location security, traffic and noise control. (Charge for services: \$71/hour with an 8-hour minimum)
- Fire Department: fire safety check, especially for indoor locations and outdoor areas of high fire danger, and pyrotechnics. (Charge for services: Charges vary depending upon services requested.)
- Traffic and Engineering Divisions: street closures, traffic control (Charges vary depending upon complexity of street closure)
- Streets and Facilities Maintenance Divisions: traffic control equipment, labor (Charges vary depending upon complexity of street closure)