

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

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

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## PERMIT CHECKLIST

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

**Film / Photo Permit Application**

**Certificate of Liability Insurance**

**Proof of Worker's Compensation**

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

Neighborhood Notification Letter

Map

COVID-19 Workplace Checklist - signed [download](#)

COVID-19 Workspace Guidance - signed [download](#)

COVID-19 Safety Officer - Proof of Certification

Encroachment Permit [download](#)

Palm Springs Police Department Order

Other \_\_\_\_\_

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Submitted by

Phone Number



# PHOTOGRAPHY / FILMING PERMIT APPLICATION

Date: \_\_\_\_\_ City/Cnty Considering Permit: \_\_\_\_\_  
 Company: \_\_\_\_\_ Project Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Location Manager: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_

Production Manager: \_\_\_\_\_  
 Co. Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Co. FAX: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Production Dates ( To be covered by this permit. ): \_\_\_\_\_

1. Production Type:  Still Photography/Complete permit items 1-5 only.  TV Commercial  TV Movie  
 TV Episodic  Feature Film  Music Video  Corporate Video  Other: \_\_\_\_\_

2. Total Personnel: \_\_\_\_\_ Total Vehicles/Equipment: \_\_\_\_\_

3. Equipment Detail ( Supply exact number of each item to be used at filming location(s). ): Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ Rvs: \_\_\_\_\_ Other: \_\_\_\_\_

4. Insurance: Before a film permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Best's Key Rating Guide. Requirements are:
 

- Minimum \$1,000,000 General Liability Limit.
- Proof of Workman's Compensation.
- \$10,000,000 Aircraft Liability When Applicable.
- Appropriate City and/or County Named as Additional Insured.
- Appropriate City/County Employees Named as Additional Insured.

 Insurance Certificate Attached.  Insurance Certificate will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.  
 Insurance Certificate On File.  Insurance Certificate Not Available.

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

5. Location Shoot Specifics: Please give specifics about your shoot below, attach 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	P/F/S*

\* Prep/Film/Strike

Boxed section to be completed by City/County Permit Staff for Still Photography Permits only.

6. Property Owner Permission Required:  Yes  No      8. Police Required:  Yes  No  
 7. Road Encroachment Permit Required:  Yes  No      9. Fire Required:  Yes  No



10. Traffic: If filming is planned on City/County street(s) and or City/County 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.

Site Plan Attached.  Site plan will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.  Site Plan Not Available.

Describe your plan for controlling traffic, (i.e. personnel and devices to direct traffic): \_\_\_\_\_

\_\_\_\_\_

If filming is to take place on City/County 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: \_\_\_\_\_

Pyrotechnics Specifics: \_\_\_\_\_

Pyrotechnician: \_\_\_\_\_ License #: \_\_\_\_\_

Hazardous Materials to be used: \_\_\_\_\_

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.: \_\_\_\_\_

Boxed section below to be completed by issuing agency.

Permit # Granted: _____	City/Agency Issuing Permit: _____
Approved by: _____	Title: _____
Application Fee: \$ _____	Location Fee ( _____ days x \$ _____/day): \$ _____
TOTAL DUE: \$ _____	
Conditions of Approval: _____	
Special Approvals/Permits Required:	<input type="checkbox"/> Road Encroachment Permit
<input type="checkbox"/> No Special Approvals/Permits Required	<input type="checkbox"/> Fire Department Approval
<input type="checkbox"/> Police Department Approval	<input type="checkbox"/> Property Owner
<input type="checkbox"/> FAA Approval	<input type="checkbox"/> Homeowner Association
<input type="checkbox"/> PM-10 Permit	<input type="checkbox"/> Cal/OSHA COVID-19 checklist
Attachments: _____	
Other provisions: _____	
This permit will be effective _____ through _____	
(Date & Time)	(Date & Time)

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Applicant's Name: \_\_\_\_\_ Representative of: \_\_\_\_\_  
(Company Name)

Permittee waives all claims against 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 City/County, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by 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 City/County. • City/County shall have the privilege if inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • 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. City/County agrees it will not unreasonably exercise this right of termination. • 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 City/County. • No alteration of variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. • 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. • The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. • Permit must be kept on site at all times. • City/County make 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.