

**COUNTY OF SANTA BARBARA**

**123 East Anapamu Street  
Santa Barbara, CA 93101**



**Film Permit Office  
(805) 568-3074  
Fax: (805) 568-3103**

**SANTA BARBARA COUNTY FILM PERMIT OFFICE  
(805) 568-3074**

Please find enclosed several forms which have been updated. They are substantially the same but have been made more legible and complete to include extra phone numbers (especially one for the contact on the project site during filming) and a need for a description of numbers and types of all vehicle involved. Use this form to replace previous versions. Be careful to make sure every applicable line is filled in. Time taken at this initial phase will help to ensure the speedy review and issuance we strive to provide.

<u>PAGE</u>	<u>FORM</u>
2	Checklist
3	Cancellations & Changes
4	Permit Fees, Review procedures & Payments
5-7	Permit Application (may be filled out on your computer)
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20	Helicopter Use Permitting Requirements

Feel free to make multiple copies of these forms, including the 2-page General Requirements for Filming in Santa Barbara County guidelines. You may want to reacquaint your clientele with our need for thorough information at the time the application form is submitted.

Thanks for helping us to assist you by providing this attention to detail. It can really help to expedite the process when deadlines are tight.

Sincerely,

Film Permit Officer

## COUNTY OF SANTA BARBARA

123 East Anapamu Street  
Santa Barbara, CA 93101



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**Santa Barbara County Film Permit Office**

**(805) 568-3074**

**Quick Checklist ✓ of Requirements for Filming**

The following checklist follows the procedure by which the **Santa Barbara County Film Permit Office** evaluates projects prior to issuance of a Film Permit. If your application is complete when *initially* submitted, it will be evaluated and approved more quickly by all concerned County agencies.

✓ **1. Completed Application Form**

Use additional sheets if necessary to show add-on locations.

✓ **2. Signed Indemnification Agreement**

✓ **3. Liability Insurance Form**

Must include current date of coverage and list Santa Barbara County as 'additional insured'.

NOTE: You MUST provide the following documentation with your application, or your permit will be DENIED:

Page 8, "Insurance, items " A-F"

Page 9, "Insurance & Indemnification Agreement," items "2 -4"

Pyro Coverage Amendment, if applicable.

✓ **4. Listing of all vehicles** (both personal and support).

Description of trucks (i.e., haulers, water trucks, vans, grip and special equipment).

Include vans and mobile homes.

✓ **5. Diagrams** addressing road encroachments and parking, if not completely contained on private property.

✓ **6. Location Consent Form**(s) signed and dated by all owners of private property.

✓ **7. Notification** of residents and business owners in writing if conditions apply.

✓ **8. Payment** of fees and posting of Road Bond (if applicable).

Please make checks out to: County of Santa Barbara.

*Please use our standard forms. Let us know if you require additional copies.*

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### CANCELLATION POLICY

The Film Permit Office shall retain 50% of the base permit fee for cancellations made *within* 48 hours (exclusive of weekends and holidays) in advance of scheduled activity. This offsets administrative costs in processing the Permit Application form and in notifying other affected County agencies and third parties. A full refund may be granted on *Use* fees or other unused fees if Film Permit Office is notified 24 regular business hours prior to the scheduled activity.

Additionally, review fees from such agencies as Fire, Roads, and Parks Departments, etc. are non-refundable if review occurs before cancellation is made. Any Use charges as well as Roads Security Bond already paid for will be returned, usually within 4 weeks.

This policy is in effect regardless of reasons for cancellation. A “raincheck” is not made in the case of a rainout but an extension can be made if date is continuous with that listed on original application. It is recommended that alternate “weather dates” be added to application when originally submitted, especially during winter months.

### CHANGES

Changes of times and dates for locations already listed on original permit may be amended by Film Permit Officer by the issuance of a Rider. This will notify affected County agencies of modification without substantially altering the structure originally permitted. All conditions/restrictions stipulated on originally issued permit carry over in full to any Rider attachments. Additional dates must be contiguous with dates on original permit. Riders are billed at \$25 each.

Additional separate locations cannot be added by a Rider. This requires a separate permit to be issued and charged accordingly.

We understand that commercial filming on location is heavily weather dependent and unpredictable. We will therefore make every effort to be as flexible as possible within the parameters governing our Office so as to allow for the success of your production.

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FILM PERMIT CATEGORIES

BASE FEES

<b>Category A</b> – Feature Films, TV Movies	\$300.00
<b>Category B</b> – TV Series, Music Videos	300.00
<b>Category C</b> – TV Commercials, Video, Auto Stills	300.00
<b>Category D</b> – Educational & Documentary	300.00
<b>Category E</b> – Still Photography (Public Property)	100.00
<b>Category F</b> – Still Photography (Private Property)	50.00

\* Student and “not-for-profit” shoots may be exempt from permit fees (handled on a per case basis).  
However, you MUST still apply for a permit and provide proof of insurance.

*Note:* These fees are structured for duration of production rather than on a per day basis.

A Rider may be issued for modifications of dates and times or cancellations of a location from that specified on originally issued permit. These changes must be contiguous with structure of original permit. Any conditions stipulated by an affected County department on original permit carries over in applying to Rider. Riders are billed at \$25 for each change.

Additional permits are required for locations added after original application is submitted.

In addition to the above fees, review and usage fees are charged from County FIRE, ROADS and PARKS Departments if applicable.

**ROADS** Department charges \$38/hour for review and inspection.

A Security Deposit is required for \$500 (min.) and must be a separate check made out to County of Santa Barbara. Bond will be released after Roads Maintenance Dept. inspects and signs off on road damage. This usually occurs within 4-weeks of completion of filming and is initiated when their office is called by permittee to say project is finished. Phone number for Roads Maintenance is listed on last page of Roads conditions which is attached to permit when issued.

**FIRE** Department charges \$55/hour for review and monitoring with additional charges made if equipment is required such as for helicopter or special effects.

**PARKS** (County) charges a \$60 review fee and a per day use fee which varies depending on type of production (categories above). County Park Rangers may be retained (if available) for special monitoring or crowd control.

Arrangements to retain CHP Officers for ITC (intermittent traffic control), Fire Inspectors, or Park Rangers is made directly between the involved department and the production company. Unless listed on fees coversheet (included with Film Permit when issued), billing and payment for special services is usually made directly to the affected agency.

Checks for Film Permit fees and Roads Security Bond should be made payable to:  
Santa Barbara County - Planning and Development

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SANTA BARBARA COUNTY FILM PERMIT OFFICE
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FILM PERMIT Application

No.#

Applicant/Agent:
Address: City: State: Zip:
Phone: (Office): Cell/Pgr: Fax:
Film Company Name: Primary Contact:
Address: City: State: Zip:
Phone: (Office): Cell/Pgr: Fax:
Project Title: Type of Production: Description of Project:
Total Personnel: Generator: Type: Misc. Lighting:
Vehicles (number): Cars Trucks: (# of) (description of):
Vans: Motor Homes: Staging Area:
Indemnification (attach) Insurance Expiration Date FX/Pyro coverage?

Please list ALL locations in Santa Barbara County to be used in production (attach additional sheet if necessary).
Provide complete answers for every question and print or type legibly. Attach the following:

- 1) Current Certificate of Liability Insurance (with endorsement clause)
2) Indemnification Agreement
3) Location Consent Form (from private property owner).

List ALL vehicles including quantity & types involved. Clearly indicate location of staging area for parking off county roadways & shoulders.

Note: Per the Santa Barbara County Roads Division list of special requirements, attached hereto if applicable, please note that road or lane closures are limited to a maximum of five minutes. Per section 14c-18 of the Film Office Ordinance, property owners along affected closed road sections may require notification 72 hours in advance of filming.

Table with 3 columns: Date(s), Time, Activity. Location, Staging Area: Production Company, Address, City/State. Name/Title of Responsible Person on Location, Phone (office), Phone (on location).

Table with 3 columns: Date(s), Time, Activity. Location, Staging Area: Production Company, Address, City/State. Name/Title of Responsible Person on Location, Phone (office), Phone (on location).

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Date(s)	Time	Activity	
Location		Staging Area:	
Production Company		Address	City/State
Name/Title of Responsible Person on Location		Phone (office)	Phone (on location)

Describe any assistance requested of County Personnel: \_\_\_\_

**SPECIAL EFFECTS/PYROTECHNICS:** If applicable, complete this section.

Describe special effects to be used: \_\_\_\_

Pyrotechnics: Type: ____		Quantity: ____	
Type: ____		Quantity: ____	
Pyrotechnician: ____	License No. ____	Classification: ____	Exp. Date: ____
Pyrotechnician: ____	License No. ____	Classification: ____	Exp. Date: ____

**Approvals:** Yes/No/NA (to be completed by Film Permit Office)

ROADS    PARKS    FIRE    CHP    FAA

**SPECIAL CONDITIONS / RESTRICTIONS:** (to be completed by Film Permit Office)

\_\_\_\_

The applicant hereby agrees to comply with all the terms and conditions shown on this permit, with County Code Chapter 14C, and with the Rules and Regulations of the Santa Barbara County Film Permit Office, including but not limited to requirements regarding payment of fees associated with processing this application.

<i>Print Name</i>	<i>Signature of Applicant or Agent</i>	<i>Date</i>
Permit Issued: _____	_____	_____
<i>Date</i>	<i>Film Permit Officer</i>	

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INSURANCE AND INDEMNIFICATION AGREEMENT  
FOR FILMING IN THE

COUNTY OF SANTA BARBARA

SANTA BARBARA COUNTY FILM PERMIT OFFICE  
(805) 568-3074

This agreement is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the COUNTY OF SANTA BARBARA (hereinafter referred to as "County") and

\_\_\_\_\_ (here after referred to a "Permittee"). Permittee has applied for a film permit to conduct a filming activity within the County. The issuance of film permits by the County is regulated by the County's Film Permit Commissioner, Chapter 14C of the County Code of the County of Santa Barbara, and is administered by the County's Film Permit Office.

Permittee understands and agrees as follows:

1) **Insurance**

- a. Permittee shall provide the minimum limits of insurance coverage, scope of coverage and types of endorsements required for issuance of a film permit as established in the Rules and Regulations of the County's Film Permit Office.
- b. Permittee shall provide evidence of insurance including (1) Commercial General Liability or Comprehensive General Liability and (2) Business Automobile Liability for the duration of the filming activity.
- c. Permittee shall provide evidence of Workers' Compensation Insurance Coverage incompliance with the laws of the State of California for the duration of the filming activity.
- d. Permit tee shall file with the Film Permit Office not less than two (2) working days prior to the effective date of the permit an original certificate of insurance evidencing coverage in the amounts required above for review by the County Risk Manager. The deadline for proof of insurance may be waived for good cause. However, filming may not begin without verification by the County of the adequacy of Permittee's insurance coverage.
- e. Permittee shall name the County of Santa Barbara, its officers, agents, and employees as additional insured on the certificate of insurance.
- f. Prior to effecting any cancellation, reduction or substantial change in coverage, Permittee shall provide a written thirty (30) day notice of cancellation to: Film Permit Office, County of Santa Barbara Department of Planning and Development, 123 East Anapamu Street, Santa Barbara, CA 93101.



**2) Indemnification**

Permittee agrees to defend, indemnify, and hold County harmless from and against any and all losses, liability, claims, actions, causes of action, suits, judgments, settlements, costs or expenses (including but not limited to attorney's fees, reasonable investigative and discovery costs and court costs), injuries to or death of any person, including injury to Permittee's employees or damage to any property, including but not limited to, any property of Permittee or County occurring on or about the filming area, and all claims which arise from or are connected with Permittee's negligent performance of or failure to perform work or other obligations of this agreement, except as are caused or claim to be caused by the negligent acts of the County, its officers, agents or employees, and all expenses of investigating and defending against same.

**3) Waiver of Subrogation Rights**

Permittee shall obtain from its insurers under all policies of insurance required to be maintained hereunder at any time during the term hereof a waiver of all rights of subrogation which said insurers might otherwise have, if at all, against County or its respective officers, employees, or agents.

**4) Non-Assignment**

The Permittee shall not sell or assign this agreement or any right thereunder without the written consent of the County.

**PERMITTEE**

**By:** \_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

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GENERAL REQUIREMENTS FOR FILMING

IN SANTA BARBARA COUNTY

For the following projects a Film Permit must be issued by Santa Barbara County and available for inspection at the project site. These film projects include:

**Auto Still - Educational/Documentary Film - Still Photography (Public Property)**  
**Still Photography (Private Property)**

In order for a project to be considered, prior to a permit being issued, it is necessary to allow **AT LEAST 48 HOURS** prior to actual filming. This is defined to be two full business days (exclusive of weekends). In special circumstances the Santa Barbara County Film Permit Office will attempt to turn the process around sooner; however, we cannot guarantee this result since it usually involves the review of several other agencies.

For a project to begin the consideration process a completed **Application Form** must be submitted. This must be completed in full and either be printed or typed legibly. Incomplete or illegible applications will be sent back for clarification, which causes unnecessary delays. A complete form will include information for each day of shooting, the responsible person on location and that person's remote phone number. A plot plan or diagram should be attached to show location of props, parking for each vehicle, off-road access, easeways on public roads, location of generators and other key equipment, etc.

Your application will be forwarded to the following county agencies as well as other affected organizations (depending on their involvement). A **Departmental Review** will be completed by each department addressing potential problems or considerations. These will be typed on or attached to the issued permit and must be closely followed for the duration of filming.

The following are areas that each department will evaluate:

### **FIRE**

- Analysis of all equipment and activities involved in your production (vehicles, personnel, lighting, cables, etc.)
- Generators and auxiliary lighting sources
- Location in or near a fire risk area or designated problem area
- Use of firearms (both real and replica)
- Pyrotechnics and open flames
- Off-road activity
- Water back-up tanks provided by the production company.
- Ability of the production company to anticipate and respond to emergencies.

### **ROADS**

- Analysis of roadways involved (public and private)
- Need for exclusive usage of roadways and shoulders
- Traffic control (involvement of ITC officer, CHP or Park Ranger)
- Parking for all vehicles during each day of shooting (whether involved in production or support)
- Oversized vehicles (ie. booms, semis, cranes, car haulers, water trucks, catering, mobile homes, etc.)
- Encroachment onto roadways or diminishment of visibility by props, vehicles, lighting equip., etc.
- Change or removal of signage
- Notification of neighboring residents or businesses if certain hours or conditions apply

### **PARKS**

- Limitation of public access (hours required, % of days needed exclusively)
- Crowd control (i.e., involvement of CHP or Park Ranger)
- Lighting equipment: type and power supply
- Location of cables
- Generator (hours of usage)
- Props (types, size and plan for set-up and dismantling)
- Number of personnel involved
- Parking for all vehicles during each day of shooting (whether involved in production or support)
- Access of vehicles to off road areas or beaches

These are guidelines that each department considers before committing their authorization to any film project. Other precautions may be added. Whereas your specific project may not involve all the above areas, the more we can understand the logistics of your particular requirements the more we can expedite the review process.

In addition to the above, a copy of current **Liability Insurance** is required with your application. Expiration date will be noted and copied onto final permit. The minimum coverage is \$500,000 for still photography and \$1,000,000 for movies and videos. Santa Barbara County must be named as insured. The County also requires you to send back a signed **Indemnification Agreement**.

If filming on private land a **Location Consent Form** must be filled out by the property owner and returned to us prior to a permit being issued. Authorization by neighbors in private areas may apply.

The Film Permit Office may waive fees for non-commercial projects, which meet certain criteria.

Thank you for making your next film project in beautiful Santa Barbara County. We appreciate your input and attention to detail in allowing us to help you create a highly successful production.

*Sincerely,*  
Film Permit Office  
Santa Barbara County

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**LOCATION CONSENT FORM**

***FILMING ON PRIVATE PROPERTY IN SANTA BARBARA COUNTY***

DATE: \_\_\_\_\_

My name is \_\_\_\_\_.

I own the property located at (address): \_\_\_\_\_

(city) \_\_\_\_\_.

I am aware that on (date/s) \_\_\_\_\_

from (hours) \_\_\_\_\_

the (production co.) \_\_\_\_\_ will be  
filming a (type of production) \_\_\_\_\_ with my full knowledge  
and permission.

I understand that Santa Barbara County is exempt from liability arising from any property damage or injury to myself, family, employees or any other personnel or livestock on my property during the time of film production, including set-up and removal of props and equipment and operation of vehicles.

Any arrangements for special conditions or restrictions relating to film production activity will be made strictly between the private property owner (or agent) and the production company directly. Santa Barbara County is solely the licensing agency for film activities within County boundaries and though knowledge of all film related activities must be presented to the Film Permit Officer prior to issuance of permit, is not involved either implied or stated with the production itself.

Signature \_\_\_\_\_  
(property owner)

\_\_\_\_\_  
(please print name)

Phone \_\_\_\_\_

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Santa Barbara County Film Permit Office

**-Neighbor Notification-**

Filming activity is generally permissible from 7AM to 5PM Monday through Friday and requires advance notification of neighbors within 500 feet from film location a minimum of 72 hrs. prior to filming. Neighborhood must be aware of parking for all vehicles associated with filming (both personal and production) which might affect either county or private roadways and shoulders. Parking of any vehicle must not block driveways at any time or impede emergency vehicle access.

**Dear Resident:**

We are planning to film scenes of \_\_\_\_\_ at \_\_\_\_\_  
*(project title)* *(filming address)*

Proposed date(s): \_\_\_\_\_ Hours from: \_\_\_\_\_ AM \_\_\_\_\_ PM to: \_\_\_\_\_ AM \_\_\_\_\_ PM

Description of scenes & parking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have applied for the necessary permit and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all County or City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time. Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

**If you have any questions or concerns regarding this request, please contact us at the production office or by pager. Please don't hesitate to call.**

\_\_\_\_\_  
*Production Company*

\_\_\_\_\_  
*Production Office Phone #*

\_\_\_\_\_  
*Location Manager* *Pager #*

\_\_\_\_\_  
*Production Manager* *Pager #*

**OR YOU MAY CONTACT:**

Santa Barbara County Film Permit Office  
Building & Safety Division  
123 E. Anapamu Street  
Santa Barbara CA 93101  
(805) 568-3074

\_\_\_\_ **I HAVE NO CONCERNS** regarding the proposed activities.

\_\_\_\_ **MY CONCERNS** with the proposed filming activities are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ **I HAVE NO CONCERNS** but prefer not to sign my name.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone (optional – for verification purposes only)*

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total no. of units in building

\_\_\_\_\_  
- 15 -

Addresses signed for

\_\_\_\_\_

*I, as manager of the above building, have notified all of the tenants and know of no substantial objection to the proposed filming activity. I am signing on the tenant's behalf.*

\_\_\_\_\_  
*Manager* *Address*

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Santa Barbara County Film Permit Office

-Merchant Filming Notification-

Filming activity is generally permissible from 7AM to 5PM Monday through Friday and requires advance notification of neighbors within 500 feet from film location a minimum of 72 hrs. prior to filming. Neighborhood must be aware of parking for all vehicles associated with filming (both personal and production) which might affect either county or private roadways and shoulders. Parking of any vehicle must not block driveways at any time or impede emergency vehicle access.

Dear Resident / Merchant / Business Representative:

We are planning to film scenes of \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
your neighborhood. (project title) (filming address)

Proposed date(s): \_\_\_\_\_ Hours from: \_\_\_\_\_ AM \_\_\_\_\_ PM to: \_\_\_\_\_ PM

Description of scenes & parking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are applying for all necessary permits and maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all County or City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation while we are filming on your street.

If you have any questions or concerns regarding this request, please contact us at the production office or by pager. Please don't hesitate to call.

\_\_\_\_\_  
Production Company  
\_\_\_\_\_  
Production Office Phone #  
\_\_\_\_\_  
Location Manager Pager #  
\_\_\_\_\_  
Production Manager Pager #

OR YOU MAY CONTACT:

Santa Barbara County Film Permit Office  
Building & Safety Division  
123 E. Anapamu Street  
Santa Barbara CA 93101  
(805) 568-3074



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**-Temporary Street/Lane Closure Notification-**

**Dear Resident/Merchant/Business Representative:**

We are planning to film scenes of \_\_\_\_\_ at \_\_\_\_\_  
a.m. a.m.  
which require the posting of "No Parking" signs on \_\_\_\_\_ from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description of requested posting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have applied for all necessary permit County or City permits and maintain all legally required liability insurance. We will abide by all County or City filming rules and any specific guidelines applicable to your neighborhood. Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

**If you have any questions or concerns regarding this request, please contact us at the production office or by pager. Please don't hesitate to call.**

\_\_\_\_\_  
*Production Company*

\_\_\_\_\_  
*Production Office Phone #*

\_\_\_\_\_  
*Location Manager* *Pager #*

\_\_\_\_\_  
*Production Manager* *Pager #*

**OR YOU MAY CONTACT:**

**Santa Barbara County Film Permit Office  
Building & Safety Division  
123 E. Anapamu Street  
Santa Barbara CA 93101  
(805) 568-3074**



**Reprinted from the FIRE PROTECTION HANDBOOK  
California State Fire Marshal – Film Industry Unit**

## **HELICOPTER SAFETY**

Helicopters on the set are frequently used for either stunt sequences, above ground filming, camera platforms or as part of the set. The pilot has ultimate authority over the aircraft. Since flying an aircraft in close proximity to cast and crew is a necessary part of production, the Federal Aviation Administration has established procedures for pilots operating motion picture helicopters which are known as the Motion Picture and Television Flight Operations Manual.

The following safety guidelines should be adhered to whenever helicopters are used on the set:

- a) Smoking is prohibited within 50 feet of any helicopter
- b) Extreme caution shall always be adhered to when working near helicopter particularly when the rotors are turning.
- c) Avoid all areas near the rear or tail rotors.
- d) Ensure all authorized personnel are kept away from the aircraft.
- e) When helicopters are taking off or landing, ensure all loose objects, equipment, trash, clothing or other articles are properly fastened and secured.
- f) Never throw or extend any equipment near the rotors, whether running or not.
- g) During take off or landing, be aware of loose debris. The safety officer should either clear the area or ensure that eye protection is provided.
- h) Whenever stunts or pyrotechnic special effects is intended to be used with the aircraft, a safety meeting with the aerial coordinator, special effects coordinator, other production personnel shall be conducted.
- i) The safety officer should coordinate all air operations with the pilot or aerial coordinator. The safety officer should know all of the who, what, when, where, why and how questions of the air operation.
- j) The pilot shall be responsible for notifying all production personnel about the risks involved, emergency procedures, and safeguards for operating the helicopter.
- k) Look for possible safety hazards that may affect the air operations above ground and below (e.g. high tension wires, weather conditions, security of the aircraft, unauthorized personnel, air traffic, special effects...)
- l) The pilot is mandated by the FAA to meet minimum requirements for experience and operation. Locations must have proper communication equipment, and have a copy of the Motion Picture and Television Flight Operations Manual in their possession.

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From: Jim Norris, Film Permit Officer

## HELICOPTER USE GUIDELINES

**In addition to the standard Film Permit Application, the following submissions MUST be made to the Santa Barbara County Film Permit Office / Fire Department, if a helicopter is to be used.**

**APPLICATION DEADLINE:** When helicopters will be used, submit Film Permit Application 7 business days, minimum, prior to first filming date. This will provide county agencies sufficient time for review. Should the complete submittal be made in less than 7 business days the film officer cannot guarantee that a permit will be issued by the first requested filming date.

- **Name of Pilot**
- **Copy of current Medical Card**
- **Proof of Pilot's License with Number and Expiration Date**
- **FAA Clearance – actual copy of**
- **A copy of the Flight Plan must be included with the Application for Filming.**
- **Information must include specific landings, take-offs, and refueling plan as well as hover minimums, times, dates and locations (see above regarding refueling)**
- **Flight insurance with minimum \$5,000,000 coverage naming Santa Barbara County as "Additional Insured" and showing expiration date (see requirements on Insurance and Indemnification Agreement)**
- **The Safety Monitor shall be designated by the Fire Marshal. All information must be duplicated via conventional mail (because many documents do not fax clearly) to:**

**Department Assistant, Film Permits  
Santa Barbara County Fire Department  
4410 Cathedral Oaks Road  
Santa Barbara, CA 93110-1042**

**REFUELING PLANS:** Helicopter refueling services are available at most airports in Santa Barbara County; all submitted refueling plans will be reviewed and approved on a case-by-case basis; refueling vehicles must obtain a permit from the Santa Barbara County Fire Department in accordance with the California Fire Code prior to operation.

**FLIGHT PATH NOTIFICATION:** Specific arrangements may have to be made (see page #16 which requires signatures) with any businesses/residents along the helicopter flight paths to be flown during the production (especially if helicopter will be flying below 500 feet). The County is concerned about any disturbance that could impact (noise, visual, etc.) people/animals in those areas. Describe the occupancy in the buildings-structures areas along these flight paths.