



CITY OF HUNTINGTON BEACH Film, Video and Still Photography Permit Fees

APPLICATION SUBMITTAL FEE:

\$100.00 *Government projects and same-day breaking news are exempted.*
\$ 25.00 *Student Project with verification.*

BUSINESS LICENSE FEE:

\$117.60 *Required of all commercial agencies filming on public or private property.*

**Solicitation, including prompted interviews and potential modeling videotaping is
NOT PERMITTED**

PERMIT ISSUANCE FEES:

MOTION

Professional commercial film, video production; including entertainment news and 501(c)6	\$500 per day, per location (production days)
Huntington Beach Film/Production Companies	\$400 per day
501(c)3 with Federal ID verification*	\$200 per day (production days)
Student Course Work with Instructor verification	Daily fees not required
Government Agencies	Daily fees not required
Same day "breaking" news	No charge, film permit not required

Production on private property impacting city owned streets, neighborhoods and right-of-way requires coordinator, permit and applicable fees.

STILL

Commercial, 501(c)6 Group, "entertainment" news, and model recruitment.	\$300 per day (production days)
Huntington Beach Film/Production Companies	\$200 per day, per location
501 (c)3 with Federal ID verification*	\$100 per day, per location
Student course work with instructor verification	Daily fees not required
Same-day "breaking" news	No charge, film permit not required
Production on private property impacting city owned streets, neighborhoods, and right-of-way requires coordinator, permit and applicable fees.	Permit required. Applicable fees

ADDITIONAL FEES

Prep/strike Days	50% discount of production day fee, per day, per location
Location Modification/Unusual use of city facilities; i.e. pier, Central Park	To be determined
Safety and Public Works personnel services and materials Huntington Beach Lifeguard assistance	May be required and billed separately

Application Received: _____

SUBMIT COMPLETED APPLICATION TO:

Film Office/Lifeguard Headquarters
Barbara Gray
bgray@surfcity-hb.org
103 Pacific Coast Highway
Huntington Beach, CA 92648
(714) 536-5497 FAX (714) 374-1500

FILM/PHOTOGRAPHY PERMIT APPLICATION

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Lead Contact:	Project Name:
Project Company:	Film Dates:
Production Company:	Prep/Strike Dates:
Address:	Production Type:
City/State/Zip:	<input type="checkbox"/> Film <input type="checkbox"/> Still <input type="checkbox"/> Video
Office Number:	Classification:
E-Mail:	<input type="checkbox"/> Commercial <input type="checkbox"/> TV <input type="checkbox"/> Feature
General Location(s):	<input type="checkbox"/> Documentary <input type="checkbox"/> School Project <input type="checkbox"/> Other
Specific Site:	Cell:
Activity:	FAX:
Number of Crew:	Number of Cast Members:
Vehicles: (Types)	
Number of vehicles:	
Day 1 Hours:	
From:	To:
Day 2 Hours:	
From:	To:

Permittee hereby agrees to ensure compliance with the conditions of the permit, including provisions and any attachments, agrees to obtain prior city approval for deviations from the information provided herein, and understands that failure to comply with these requirements may result in the immediate cancellation of production.

Applicant

Date

FILM/PHOTOGRAPHY PERMIT APPLICATION

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Special Requirements/Equipment/Parking

Location Manager: _____

Office Phone: _____ Portable/Pager: _____

Assistant Location Manager: _____

Office Phone: _____ Portable/Pager: _____

Parking Requirements: _____

Equipment to be used (list): _____

Services Required: None Food Hotel

Stunts/Special effects: _____

Pyrotechnics: _____

Hazardous material to be used: _____

Pyrotechnician: _____ License #: _____

Aerial stunts/elements: _____

Wild animals to be used: _____

Traffic Control: Describe your plan for controlling traffic, (i.e. personnel and/or devices autos, bikes, pedestrians):

Other unusual activities: _____

Traffic: Please submit a site plan showing location(s) of shoot, cast, crew, vehicle(s) and route to be traveled in order to film a scene.

PROVISIONS

Permittee waives all claims against the City, 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 save harmless, indemnify and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby granted, except those arising out of the sole negligence of the City.

City shall have the privilege of inspecting the premises covered by this permit at any and all times. This permit shall not be assigned. City 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 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. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, sexual orientation, age, national origin or physical handicap. Permittee agrees to comply with the terms and conditions contained herein and all rules and regulations of the City subject to this permit.

Date

Applicant's Signature

Title

PERMIT MUST BE KEPT ON LOCATION AT ALL TIMES



CITY OF HUNTINGTON BEACH
2000 Main Street, Huntington Beach, CA 92648-2702
Email: cgonzales@surfcity-hb.org
Phone: 714-536-5292
Fax: 714-374-1654

Insurance Requirements vary for different applicants.

Please see the below listed applicant types followed by the insurance requirements.

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees, and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

1. CONTRACTORS – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.

Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

2. DESIGN PROFESSIONALS – Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.

Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

3. LICENSEES/LESSEES – any person or entities who make contract with the city for the use of public property.

Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement

4. PERMITEES – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.

Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

5. PROFESSIONAL SERVICES – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

Private Property Work Permit Requirements – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

➤ **General Liability (G/L)** – The general liability requirement is for \$1,000,000 with "per occurrence" type claims coverage and a separate "Additional Insured Endorsement" page listing both the policy number and naming the "City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers" as additional insured on the endorsement. (see below for Additional Insured requirements)

➤ **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers, and employees. The endorsement should include the policy number it correlates to.

- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.
- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.
- **Automotive Insurance** – Automobile insurance requirement is for \$1,000,000 and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.
- **Worker’s Compensation Insurance (W/C)** – The Worker’s Compensation insurance requirement is the State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:

City of Huntington Beach, 2000 Main Street, Huntington Beach, CA 92648-2702.

If your organization/company has no compensated employees working on the project, you may complete and return a “Non-Employer Status” form to be used in lieu of a W/C insurance certificate.

- **Cancellation Clause Notice** – The cancellation clause must contain a thirty- (30) day notice. A ten (10) day notice for non-payment of premium is acceptable in combination with 30-day notice.
- **Professional Liability** – Coverage must be provided at a minimum of \$1,000,000 per occurrence and in the aggregate.
- **Deductibles** – The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :
 - **General Liability** - \$5,000
 - **Auto Liability** - \$1,000
 - **Professional Liability/Errors & Emissions** - \$10,000
- **Waiver Procedure** – If unable to comply with a requirement, the “INSURED” may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. ***The exception to the waiver is the G/L & Auto “Additional Insured Endorsement” page.***

Waiver Procedure

To request a waiver, indicate here and provide a brief description (1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).

For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: _____

Encroachment Permit Private Property Work Permit Consultant Services

Other: _____

Proposed Work: _____

Dollar Value: _____

Projected Timeframe: _____



CITY OF HUNTINGTON BEACH
2000 Main Street, Huntington Beach, CA 92648-2702

DECLARATION OF PERMITTEE

I certify that no vehicle(s) will be used or operated in the performance of the task(s) or event(s) for which this permit is granted.

I authorize the City of Huntington Beach to immediately and retroactively revoke the license or permit issued in connection with or in the performance of said task(s) or events(s) if any vehicle(s) is used.

Signature of Permittee: _____

Print Name: _____

Company Name (if applicable): _____

Date Signed: _____



CITY OF HUNTINGTON BEACH
2000 Main Street, Huntington Beach, CA 92648-2702

Declaration of Non-Employer Status

The State of California requires every enterprise or business to provide workers compensation insurance coverage. If you have no employees, you may make a declaration to that effect by completing and signing this form and returning to:

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648-2702

I certify that in the performance of the activity or work for which this permit is issued, I shall not employ any person in any manner so as to become subject to California Workers' Compensation Insurance requirements.

I authorize the City of Huntington Beach to immediately and retroactively revoke the license or permit issued under this declaration if I hire any employee(s) or become subject to the provision of the laws requiring Workers' Compensation Insurance.

Company / Organization: _____

Address: _____

Applicant [please print]: _____

Title, if any: _____

Applicant's Signature: _____

Date Signed: _____

Telephone Number: _____

**HUNTINGTON BEACH FILM / PHOTOGRAPHY
NETWORK CONTACTS**

Applicant: Please make your initial contact with the lead person in each department.

CONTACTS	POSITION	TELEPHONE	E-MAIL
Barbara Gray	Permit Coordinator	1.714.536.5497	bgray@surfcity-hb.org
Corinne Hoffman	Business License	1.714.536.5449	choffman@surfcity-hb.org
Michael Baumgartner	Marine Safety Chief	1.714.536.5283	mbaumgartner@surfcity-hb.org
Dottie Hughes	Parking	1.714.536.5647	dhughes@surfcity-hb.org
Joe Turner	Parking	1.714.536.5826	jturner@surfcity-hb.org
Bob Stachelski	Public Works Posting PW/Traffic & Signs	1.714.536.5500 1.714.374.5523	bstachelski@surfcity-hb.org
Bob Culhane	Fire Department	1.714.536.5565	bculhane@surfcity-hb.org
Watch Commander Kelly Rodriguez	Police Department Police Department	1.714.356.8809 1.714.536.5587	krodriguez@hbpd.org
Jon Haught	Police Department	1.714.374-1664	jhaught@hbpd.org
Laurie Frymire	PIO	1.714.536.5577	lfrymire@surfcity-hb.org