



County of Santa Barbara Planning and Development

Lisa Plowman, Director
Steve Mason, Assistant Director

SANTA BARBARA COUNTY BUILDING & SAFETY FILM PERMIT APPLICATION PROCESS

Thank you for choosing to film in Santa Barbara County. We hope to assist in making this a pleasurable and successful film shoot.

This application package contains several updated forms. Use these forms to replace previous versions. Be careful to make sure every applicable line is filled in. Permits cannot be processed until all required forms are completed and returned to us at least 48 hours prior to proposed filming. If you need additional shooting days or want to change a location, please contact us:

Film Permit Officer: (805) 568-3030 filmpermits@countyofsb.org or (805) 568-3103 (FAX)

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REQUIREMENTS FOR APPLICATION PROCESSING

The following checklist follows the procedure by which **Santa Barbara County** evaluates projects prior to issuance of a Film Permit. *Permits will not be reviewed for issuance until all items are returned to us.* Your application must be complete and submitted to us a minimum of 48 hours (two business days) prior to proposed filming. Applications will not be reviewed without the application fee.

Fax completed forms to: **(805) 568-3103**; or email them to Filmpermits@countyofsb.org.
Attention: Film Permit Officer. Please make checks payable to: *Planning & Development.*

Mail checks to: **Santa Barbara County Building & Safety**
123 East Anapamu St.
Santa Barbara, CA 93101

Items Required at Submittal:

1. **Completed Application Form**
 - Please list all locations in Santa Barbara County to be used in production (attach additional sheets if necessary). Provide complete answers for every question, and print or type legibly.
 - List all vehicles and equipment including quantity and types involved. Clearly indicate location of staging area for parking off county roadways and shoulders.
 - A Parking Plan/Road Closure Plan is required for each affected location. Each plan must include a map of the parcel with staging/set up locations, parking locations in reference to streets, general property lines, and buildings.
2. **Non Refundable Application Fee**
 Applications for film permits shall be accompanied by a non-refundable application fee equal to 50% of the base permit fee (**\$140.83**) per Sec. 14C-11(a) of the Santa Barbara County Code (Film Permits). Payment shall be made *in advance* to processing of the application.
3. **Signed Indemnification Agreement**
 "Insurance & Indemnification Agreement" items 2-3 on Page 6.
4. **Liability Insurance**
 - Must include current date of coverage and list Santa Barbara County as 'additional insured.'
 - "Insurance" items 1.a-k. on pages 6-7.
 - Pyrotechnics Coverage Amendment, if applicable.
5. **Location Consent Form(s)**
 Form(s) must be signed and dated by owners of private property for each filming location and returned to the permit technician prior to permit processing.

Items Required Prior to Permit Issuance:

1. **Owner/Occupant Notification Form**
 Owners and occupants are to be contacted in writing **48 hours in advance** of filming.
2. **Payment** of fees and posting of Road Bond (if applicable).
3. **Film Commissioner's Economic Reporting Form**
 Form is to be filled out and emailed to Film@SantaBarbaraCA.com

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

Filming is **not permitted** on the following roads: Happy Canyon Road, Armour Ranch Road, Alisos Avenue, Baseline Avenue (East of Sky Drive), Monarch Drive.



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FILM PERMIT APPLICATION

Permit Number: _____

Location Company/Applicant: _____		Contact: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
Office Phone: _____	Cell Phone: _____	Fax: _____	_____
Email Address: _____			
Film Company: _____		Contact: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
Office Phone: _____	Cell Phone: _____	Fax: _____	_____
Email Address: _____			
Project Title: _____		Type of Production: _____	
Description of Project: _____		Total Personnel: _____	
Parking Plan on file <input type="checkbox"/> Yes <input type="checkbox"/> No		Parking Address: _____	Staging Address: _____
Size, Type and Number of Trucks			
Box Trucks: _____	Catering Trucks: _____	Flatbed/Semi Trucks: _____	Pick-up Trucks: _____
Other Vehicles			
Cars: _____	Vans: _____	Motor Homes: _____	Other Vehicles: # _____ / Type: _____
Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Generator Type: _____		
Lighting			
Type of Lighting: _____	Description of Use: _____	Location of Use: _____	Hours of Use: _____
Helicopter : <input type="checkbox"/> Yes <input type="checkbox"/> No	Pyrotechnics: <input type="checkbox"/> Yes <input type="checkbox"/> No	Special Effects: <input type="checkbox"/> Yes <input type="checkbox"/> No	Gunfire: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sound: <input type="checkbox"/> Yes <input type="checkbox"/> No	Road Closure : <input type="checkbox"/> Yes <input type="checkbox"/> No	Fog Machine: <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP: <input type="checkbox"/> Yes <input type="checkbox"/> No
Indemnification <input type="checkbox"/>	Insurance : <input type="checkbox"/>	Expiration Date: _____	FX Pyro Coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please list ALL locations in Santa Barbara County to be used in production (attach additional sheets if necessary). Provide complete answers for every question, and print or type legibly. List ALL vehicles and equipment including quantity and types involved. Clearly indicate location of staging area for parking off county roadways and shoulders. A Parking Plan/Road Closure Plan is required for each affected location. Attach current Certificate of Liability Insurance (with endorsement clause) Indemnification Agreement and Location Consent Form (from private property owner), and Resident/Occupant Notification Form. Per Section 14C-11(a) of the Santa Barbara County Code, a non-refundable application fee equal to 50% of the base permit fee must be received prior to application processing.

Notice: 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 County Ordinance, property owners along affected closed road sections may require notification seventy two hours in advance of filming.

Completed applications may be faxed to: (805) 568-3103 or emailed to filmpermits@countyofsb.org

Please note: Filming hours are 7am-8pm. If any proposed filming is to take place outside those approved hours, special processing fees may apply.

1.

Date(s):	Time(s):	Activity:	
Address:		APN:	
Property Owner:			
Production Company:		Production Company Address:	
Contact on Location:		Phone (Location):	Phone (Office)

2.

Date(s):	Time(s):	Activity:	
Address:		APN:	
Property Owner:			
Production Company:		Production Company Address:	
Contact on Location:		Phone (Location):	Phone (Office)

3.

Date(s):	Time(s):	Activity:	
Address:		APN:	
Property Owner:			
Production Company:		Production Company Address:	
Contact on Location:		Phone (Location):	Phone (Office)

4.

Date(s):	Time(s):	Activity:	
Address:		APN:	
Property Owner:			
Production Company:		Production Company Address:	
Contact on Location:		Phone (Location):	Phone (Office)

5.

Date(s):	Time(s):	Activity:	
Address:		APN:	
Property Owner:			
Production Company:		Production Company Address:	
Contact on Location:		Phone (Location):	Phone (Office)



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Steve Mason, Assistant Director

INSURANCE AND INDEMNIFICATION AGREEMENT FOR FILMING IN THE COUNTY OF SANTA BARBARA

This agreement is made and entered into as of this _____ day of _____, 20____, by and between the COUNTY OF SANTA BARBARA (hereinafter referred to as “County”) and

_____ (hereinafter referred to as “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 Building & Safety Division.

Permittee understands and agrees as follows:

1) Insurance

Permittee shall provide the minimum limits of insurance coverage, scope of coverage and types of endorsements required for issuance of a film permit as outlined below:

- a. Permittee shall provide evidence of Commercial General Liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) general aggregate limit.
- b. Permittee shall provide evidence of Commercial Automobile Liability insurance. The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence. If Permittee owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- c. Permittee shall provide evidence of Aircraft Liability insurance with minimum policy limits of five million dollars (\$5,000,000) per occurrence, if aircraft are being used in the filming activity.
- d. Permittee shall provide evidence of Workers’ Compensation insurance. A program of Workers’ Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer’s Liability with one million dollar (\$1,000,000) limits covering all persons including volunteers providing services on behalf of Permittee and all risks to such persons under this Agreement.

If Permittee has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as “employees” under the Labor Code and the requirement for Workers’ Compensation coverage will be waived by the County’s Risk Program Administrator. With respect to Permittees that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers’ Compensation insurance.

- e. All policies, except for the Workers’ Compensation, Errors and Omissions and Professional Liability and Automobile Liability policies, shall contain endorsements naming County and its officers, employees, agents and volunteers as **additional insureds** with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for County to vicarious liability but shall allow coverage for

County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

- f. Permittee shall require the carriers of required coverages to waive all rights of subrogation against County, its officers, employees, agents, volunteers, contractors, and subcontractors. All general or auto liability insurance coverage provided shall not prohibit Permittee and Permittee’s employees or agents from waiving the right of subrogation prior to a loss or claim. Permittee hereby waives all rights of subrogation against County.
- g. All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by County.
- h. Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best’s Insurance Guide rating of “A VII”.
- i. Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
- j. Permittee shall file with the County’s Building & Safety Office not less than two (2) working days prior to the effective date of the permit and original certificate of insurance evidencing coverage in the amounts required above, along with an **Additional Insured Endorsement** for review by County Risk Management. 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 and an **Additional Insured Endorsement**.
- k. Prior to effecting any cancellation, reduction or substantial change in coverage, Permittee shall provide a written **thirty (30)** day notice of cancellation to:

**Planning and Development
123 East Anapamu Street
Santa Barbara CA 93101**

2) Indemnification

Permittee shall 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 performance of or failure to perform work or other obligations of this agreement, except those claims, demands, damages, costs, expenses, judgments or liabilities resulting from the sole negligence or willful misconduct of the County. This Indemnification provision shall survive any expiration or termination of this Agreement.

Permittee shall notify the County immediately in the event of any accident or injury arising out of or in connection with this Agreement.

3) Non-Assignment

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

PERMITTEE

By: _____
Print name *Title*

Signature _____



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LOCATION CONSENT FORM

FILMING ON PRIVATE PROPERTY IN SANTA BARBARA COUNTY

Date: _____

My name is: _____
(Owner Name)

I own the property located at: _____
(Address, City)

I am aware that on _____ from _____,
(Dates) (Times)

_____ will be filming a
(Production Company)

_____ with my full knowledge and permission.
(Type of Production)

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 permit technician 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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OCCUPANT/OWNER NOTIFICATION

Owner/Occupant: _____
(Name, Address)

We are planning to film scenes of _____
(Project Title)

at _____
(Filming Location/Address)

Proposed date(s): _____ Hours from: _____ AM/PM to: _____ AM/PM

Description of scenes & vehicle parking: _____

As per section 14C-18(a), (b) and (c) of the Santa Barbara County Code (Film Permits), we are notifying you of proposed filming on the following dates and times listed above. Advance notification to all occupants of real property within 300 feet from the film location(s) is required a **minimum of 48 hours** prior to any filming activities. A parking plan (if required) will be part of the approved permit package and will be kept on file with the appropriate agencies. ***Parking or operation of any vehicles associated with filming shall not block driveways at any time or impede emergency vehicle access.***

We have applied for the required film 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 State and County codes and permit conditions. We will make every effort not to disturb you and will not arrive early or vacate the neighborhood later than the approved filming hours. If the conditions and time limits posted in this film permit are exceeded, please contact Building & Safety during business hours (8am-5pm, Monday - Friday) at (805) 568-3030. If problems arise after business hours, you may contact Santa Barbara County Sheriff's Department at (805) 692-5744 or (805) 692-5743 for enforcement assistance.

If you have any questions or concerns regarding this request, please contact us at the production office.

You may also contact:

Production Company

Between 8am-5pm M-F:
Santa Barbara County Building & Safety
(805) 568-3030
(805) 568-3103 (FAX)

Production Office Phone #

Location Manager

After Building & Safety business hours:
Santa Barbara County Sheriff
(805) 692-5744 or (805) 692-5743

Production Manager

I confirm that Resident Notification has been sent to all adjacent properties affected by filming as identified by Building & Safety.

Signed: _____ Date: _____



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MERCHANT FILMING NOTIFICATION

Filming activity requires advance notification of neighbors within 300 feet from film location a minimum of 48 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 or 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 _____
(Project Title)

at _____
(Filming Location/Address)

Proposed date(s): _____ Hours from: _____ AM/PM to: _____ AM/PM

Description of scenes & vehicle 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 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.

Production Company

Production Office Phone #

Location Manager

Production Manager

OR YOU MAY CONTACT:

Santa Barbara County
Building & Safety
(805) 568-3030
(805) 568-3103 (FAX)



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TEMPORARY STREET/LANE CLOSURE NOTIFICATION

Dear Resident/Merchant/Business Representative:

We are planning to film scenes of _____
(Project Title)

at _____
(Filming Address)

which requires the posting of "No Parking" signs on _____
(Dates)

from: _____ AM/PM to: _____ AM/PM

Description of requested posting: _____

We have applied for all necessary County permits and maintain all legally required liability insurance. We will abide by all County 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.

Production Company

Production Office Phone #

Location Manager

Production Manager

OR YOU MAY CONTACT:

Santa Barbara County
Building & Safety
(805) 568-3030
(805) 568-3103 (FAX)



REQUIRED ECONOMIC REPORTING FORM

E-Mail: Film@SantaBarabaraCA.com

(A) Contact Name For Final Economic Impact Reporting:

Name: _____ Phone: _____ E-Mail: _____

In order to report back to City and County jurisdictions on the economic impact of local media production, we require productions to provide basic information on shoots.

Make a copy of this form. Please fill out section “A” for the initial submission of the application for a permit. You will send the full application to both the County Permit Office and the Film Commission at the same time.

No more than ten business days after completion of Santa Barbara County Production activities, complete section “B”, below, and fax or email to the above contact. Reported information will remain confidential.

(B) Economic Reporting (USD)

Room Nights in Santa Barbara Hotels (# of crew x number of nights): _____

Name of Santa Barbara Hotels:

Rate Paid at Hotel(s) _____

Santa Barbara Crew Hires:

Santa Barbara Cast Hires:

Total # Hires: _____

Total # Hires: _____

Total # Days worked: _____

Total # Days worked: _____

Post Production costs to be spent in Santa Barbara: _____

Feedback:

Please let us know if you had a positive experience filming in Santa Barbara, or how we can better serve your next Production. Thank you.



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GENERAL REQUIREMENTS FOR FILMING IN SANTA BARBARA COUNTY

A completed **Application Form** must be submitted **AT LEAST 48 HOURS** prior to actual filming. This is defined to be two full business days (exclusive of weekends). In addition to the completed application form, the **Insurance and Indemnification Agreement Form**, **Certificate of Liability Insurance**, and **Location Consent Form(s)** are required prior to review of the proposed filming and must be completed in full and either typed or printed 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 parking plan or diagram may be required and should be attached to show location of props, parking for each vehicle, off-road access, ease ways 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
- Ability of the production company to anticipate and respond to emergencies
- Water back-up tanks provided by the production company

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 (i.e. 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

- **Applications must be submitted 7 days in advance to filming**
- 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, Santa Barbara County requires your compliance with all the terms and conditions stated in the Insurance Certificate and the Insurance and Indemnification Agreement for filming in Santa Barbara County. You must send back a signed **Indemnification Agreement**.

In addition to the insurance forms, filming on private property requires a Location Consent Form that must be filled out for each location and signed by the Owner. Acknowledgement of proposed filming must be obtained from all occupants of real property within 300 feet of the film location(s) through a Resident/Occupant Notification Form at least 48 hours prior to filming.

Building & Safety may waive fees for non-commercial projects, which meet certain criteria.

Thank you for shooting your 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.

Film Permit Officer
(805) 568-3030
Fax: (805) 568-3103
filmpermits@countyofsb.org

CANCELLATION POLICY

Santa Barbara County Building & Safety 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

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 “rain check” 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 the Permit Technician with an issuance of a Rider. This will notify affected County agencies of modification without substantially altering the original permit. All conditions/restrictions stipulated on the 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 can be unpredictable and impacted by weather. We will therefore make every effort to be as flexible as possible within the parameters governing our Office to allow for the success of your production.

FEES AND PAYMENT

<u>FILM PERMIT CATEGORIES</u>	<u>BASE FEE</u>	<u>TECH FEES</u>	<u>PERMIT TOTAL</u>
Category A – Feature Films, TV Movies	\$281.67	\$9.30	\$290.97
Category B – TV Series, Music Videos	\$281.67	\$9.30	\$290.97
Category C – TV Commercials, Video, Auto Stills	\$281.67	\$9.30	\$290.97
Category D – Educational & Documentary	\$281.67	\$9.30	\$290.97
Category E – Still Photography (Private Property)	\$281.67	\$9.30	\$290.97
Category F – Still Photography (Public Property)	\$281.67	\$9.30	\$290.97

- Student and “not-for-profit” shoots may be exempt from permit fees (handled on a case 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.

Per Section 14C-11 (a) of the Santa Barbara County Code; Applications for film permits shall be accompanied by a non-refundable application fee equal to 50% of the base permit fee (\$140.83). Payment shall be made in advance to processing of the application.

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

ROADS DEPARTMENT fees and charges for review and inspection are separate. A Security Bond 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 for review and monitoring with additional charges made if equipment is required such as for helicopter or special effects.

PARKS (COUNTY) charges a 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 are 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 are usually made directly to the affected agency.

Film Permit Payment:

1. Please make check(s) payable to: ***Planning & Development***
2. Please put the permit number (ex. 11FLM-06) in the memo space of your check.
3. Mail check(s) to: **Attention: Film Permit Officer
Planning & Development
Building & Safety Division
123 E. Anapamu St.
Santa Barbara, CA 93101**



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HELICOPTER USE GUIDELINES

In addition to the standard Film Permit Application, the following submissions **MUST** be made to the Santa Barbara County Building & Safety and 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 permit technician 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)
- Comply with all requirements on the **INSURANCE AND INDEMNIFICATION AGREEMENT FOR FILMING IN THE COUNTY OF SANTA BARBARA**.
- 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 pages 14, 15, and 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.

HELICOPTER SAFETY

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

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 takeoff 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...)

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 pilot's personal Motion Picture and Television Flight Operations Manual in their possession.