

# VENTURA COUNTY FILM PERMIT APPLICATION GENERAL INFORMATION

Permit No. \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Film Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Applicant/Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell Ph. No. \_\_\_\_\_ Pager No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Responsible Person at the Film Location: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell Ph. No. \_\_\_\_\_ Pager No. \_\_\_\_\_

**Name of Production** (e.g. "The Matrix", "Pepsi TV Commercial, "Fraser" (Episode 6))

\_\_\_\_\_

**Type of Filming:** \_\_\_ TV Pilot \_\_\_ TV Movie \_\_\_ TV Series \_\_\_ TV Commercial \_\_\_ Feature Film \_\_\_  
Stills \_\_\_ Music Video \_\_\_ Infomercial \_\_\_ Documentary \_\_\_ Public Service Announcement \_\_\_  
**Student Film, School** \_\_\_\_\_ (supply documentation)

**The following materials must be provided by the Applicant when  
submitting a film permit application:**

- 1. Completed Permit Application**
- 2. Map showing the location of the proposed filming activities**
- 3. All necessary insurance documents required by County of Ventura**  
([http://www.ventura.org/planning/pdf/film\\_permit\\_pdfs/on\\_county\\_prop.pdf](http://www.ventura.org/planning/pdf/film_permit_pdfs/on_county_prop.pdf)) **pgs 7-10**

**Please submit all materials to: Hai Nguyen, Ventura County Film Permit Coordinator, FAX  
805-477-7168.**

**FILM LOCATION INFORMATION FORM**

**Film Location Address:** \_\_\_\_\_

**Assessors' Parcel No.** on owner's tax bill example: 123-0-456- 789 \_\_\_\_\_

**Describe the site:** \_\_\_\_\_

Prep Dates/Times: \_\_\_\_\_

Cast/crew size: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Film Dates / Times: \_\_\_\_\_

Cast/crew: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Basecamp: \_\_\_\_\_

Strike Dates/Times: \_\_\_\_\_

cast/crew: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Scene description:

\_\_\_\_\_  
\_\_\_\_\_

**OWNER AUTHORIZATION**

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Cell Ph. No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Cell Ph. No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Owner/Agent's Authorization for Filming.** I understand the nature of film related work to be conducted on the subject property as described above and give permission for said activities and for modifications and extensions of the film related work. I also understand that Ventura 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 or other properties during the time of film production, including set-up (prep), filming and removal of props, equipment, vehicles, etc. associated with the operation (strike). I further understand that any arrangements for special conditions or restrictions filming activities beyond those imposed by the County are the responsibility of the property owner. Lastly, I know of no violations of County ordinances or regulations on the site.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Agents must have County Agent's Authorization Form on file to sign for owner)**

**PLANNING DIVISION: contact Hai Nguyen (805) 654-2406 FAX (805) 477-7168**

*Answering "Yes" to any of the following questions will require waivers to be obtained:*

Will the production amount to more than 60 days of production at the site in any rolling 180 day period? **No Yes**

Will the prep, filming or strike occur between 10:00 pm and 7:00 am? **No Yes**

Will the prep, filming or strike occur on a site that is within 1,000 feet of any offsite residences? **No Yes**

Will traffic on any public or private road be Delayed for more than 3 minutes? **No Yes**

Is a residence located within 2,000' of any gunfire, explosions, aircraft, helicopters, or other activities that create noise that exceed levels normal for the area? **No Yes**

Will the production create light and glare exceeding that which is normal for the area? **No Yes**

Will dust be generated that will likely impact surrounding properties? **No Yes**

*Answering "Yes" to any of the following questions will require the applicant to answer applicable supplemental questions beginning page 7. If all "No"s are circled, please fax only pages 1-5 to: Hai Nguyen, Ventura County Film Permit Coordinator, FAX: 805-477-7168.*

**ANIMAL CONTROL –**

Will any wild or domestic animal be used in the project? **No Yes**

**AIR POLLUTION CONTROL DISTRICT –**

Will there be generators (over 50 bhp) on site? **No Yes**

**BUILDING AND SAFETY –**

Will electrical service be received from the local utility company using new poles, lines, or meters? **No Yes**

**ENVIRONMENTAL HEALTH –**

Will food, snacks, or beverages of any kind be served at the project site? **No Yes**

Will any hazardous materials be brought onto the site or used during filming? **No Yes**

**FIRE PROTECTION DISTRICT –**

Will the project involve: tents over 200 sq. ft., Pyrotechnics (explosives, squibs, open flame, etc.), refueling of generators and vehicles, "hot work" (cutting, welding, etc.), stunts, construction of structures (e.g. sets, flats, buildings, etc.), landing of aircraft or helicopters, special effects, other unusual activities? **No Yes**

**FLOOD CONTROL DISTRICT –**

Will the project occur in any watercourse (stream, river, barranca, etc.)? **No Yes**

**GRADING –**

Will any grading, excavation, cutting of slopes, or brush removal occur? **No Yes**

**ROADS –**

Will any of the following occur anywhere in Ventura County road rights of way (roadway, shoulder, or sidewalk ): filming, storage/parking of equipment or vehicles, stunts, special effects, pyrotechnics, delays of traffic or pedestrians, closure of the road, alteration of road signs and markings, wetting down of any surface, base camp for vehicles, use of over-sized vehicles?

No Yes

**SHERIFF –**

Will concerts, parties or special events be filmed?

No Yes

**ADVISORY NOTICE**

**STATE FISH AND GAME**

Will any aspect of the project occur in a stream, river, wetland, or natural habitat/vegetation?

No Yes

If “yes”, contact State Film Commission at (323) 860-2960.

**U.S. FISH AND WILD LIFE SERVICE**

Will any aspect of the project occur in a stream, river, wetland, or natural habitat/vegetation?

No Yes

If “yes”, contact State Film Commission at (323) 860-2960.

**CALIFORNIA HIGHWAY PATROL**

Will any traffic control measures be required on County or State roads or highways?

No Yes

If “yes”, contact Cheyanne Quesada (323) 817-4103

**FEDERAL AVIATION ADMINISTRATION**

Will any aircraft be associated with the project that will be flying below 500’ or landing at other than an authorized airport or landing strip?

No Yes

If “yes”, contact Hank Verbais (310) 725-3802 or State Film Commission at (323) 860-2960.

**FEES AND PERMIT APPROVALS**

Based on a review of your application, the Film Coordinator will determine the fees that must be paid related to your Film Permit and invoice you (typically by email). Based on your responses to the questions in this Film Permit Application you may be subject to additional charges by other County agencies which may be collected separately by the applicable agency. **Planning will not issue its Film Permit until it receives clearance from the other applicable County agencies that you have effectively complied with their requirements.**

**The above information and that provided in the Supplementary Questionnaire is a full and correct description of the proposed filming project.**

**Applicant’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Representing:** \_\_\_\_\_

## ADDITIONAL QUESTIONS

(Please contact personnel below for applicable fees & charges)

**ANIMAL CONTROL- Donna Gillesby (805) 388-4341 or 388-4357**

How many animals of each kind will be used? When will the animals be on site (dates/times)?

\_\_\_\_\_

How will the animals be used in the production?

Animal trainer's name: \_\_\_\_\_ Ph. \_\_\_\_\_ FAX \_\_\_\_\_

Address: \_\_\_\_\_

**APCD – Larry Scott, Permit Engineering Section (805) 645-1437**

Each generator over 50 bhp must have a Ventura County APCD "Permit to Operate", or be registered on the California ARB Statewide "Portable Equipment Registration Program".

**Note:** Failure to use APCD permitted or State registered generators could result in fines up to \$10,000 per day.

Generator Company: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

**BUILDING AND SAFETY - Jim MacDonald (805) 582-8037 (west county)**

**Joe Martinez (805) 582-8037 (east county)**

Describe new electrical service to be used:

\_\_\_\_\_

**ENVIRONMENTAL HEALTH - Kerri Siano (805) 654-2813**

What is the Ventura County "permit to operate" number for the catering vehicle, craft services vendor, or any other party providing food, snacks, or beverages? \_\_\_\_\_

On what dates will food service be provided? \_\_\_\_\_

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

**FIRE – Laurie Ross (805) 947-8535**

Tents greater than 200 sq. ft.	No	Yes
Pyrotechnics (explosives, squibs, open flame, etc.)	No	Yes
Stunts	No	Yes
Construction of structures	No	Yes
Landing of aircraft or helicopters	No	Yes
Special Effects: _____	No	Yes
Any other unusual activities: _____	No	Yes

**WATERSHED PROTECTION - Paul Calloway (805) 654-2011**

Will the production be in a "red line channel" controlled by the Watershed Protection District

(check with Film Coordinator)?

Is the land owned by the Flood Control District?

**GRADING - Development and Inspection Services (805) 654-2030**

Will it entail any of the following?

grading of more than 50 cu. yds.	No	Yes
cuts of more than 5'	No	Yes
slopes of greater than 1:1	No	Yes
excavations deeper than 2'	No	Yes
placing fill material more than 1' in depth	No	Yes

removing more than .5 ac. of brush **No Yes**  
If "yes" to any of the above questions Planning and/or Grading permits will be required.

**ROADS –Jorge Ontiveros (805) 654-2055 or Anitha Balan (805) 654-2071**

An application for an Encroachment Permit will have to be submitted to the Transportation Department if the answer to any of the following questions is "Yes". Please contact this department for a list of current fees and other permit requirements.

Will filming or other activity occur on a Ventura County road right of way (pavement or shoulder)?	<b>No</b>	<b>Yes</b>
Will the right of way be used for a staging area or base camp, or will any vehicles or equipment be parked or stored in the public right of way?	<b>No</b>	<b>Yes</b>
Will any cameras, lighting, generators or other Equipment be placed in the right of way?	<b>No</b>	<b>Yes</b>
Will any stunts, pyrotechnics or other special effects be conducted in the right of way?	<b>No</b>	<b>Yes</b>
Will the road be closed to traffic for more than 3 minutes at a time?	<b>No</b>	<b>Yes</b>
Will a public road be closed?	<b>No</b>	<b>Yes</b>
Will any road signs be covered or removed?	<b>No</b>	<b>Yes</b>
Will any pavement striping be removed or covered?	<b>No</b>	<b>Yes</b>
Will the pavement or shoulder be wetted down?	<b>No</b>	<b>Yes</b>

**Notes**

Traffic Control - The film company must make separate arrangements with the CHP **[Cheyenne Quesada (323) 817-4103]** to have traffic control officers at the scene. In addition separate arrangements must be made with a private barricade service for necessary traffic control equipment.  
**Road Closures** - A special process with extensive notification of road users by the applicant is required. Costs for processing such requests will vary. Processing may take 60 –90 days.  
A designated "base camp and parking area" must be established where all vehicles and equipment will be stored. Describe its location on the Location Information form. on page 2 of the application form.

**SHERIFF - Maria Quijada (805) 654- 2371**

Describe the events/shows and concerts that are planned

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If "yes", a "Temporary Shows" permit or "Dance Hall" permit is required.  
Sheriff may require Deputies to be on site. Officers are paid at the production site by the applicant. **\$ varies**

NOTE: All County of Ventura insurance requirements are required to be submitted along with the Film Permit Application. Please contact Hai Nguyen at (805) 654-2406 for specific forms required.