



**Film Permit Application**  
Fire Prevention Department  
415 E. B Street Ontario, CA 91764  
Phone (909) 395-2562 Fax (909) 395-2180

Welcome to the City of Ontario. We will endeavor to meet your location schedules. A film coordinator is available to assist you. It is the applicant's responsibility to notify the Fire Prevention Bureau immediately if there are any changes to the film entity from the information submitted on this application to the Fire Prevention Bureau.

**Production Title:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Representative Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**This production/project is:**

Commercial  Documentary  Education  Motion Picture   
Music Video  Still Photo  TV Episode  TV Movie

Dates of production/project: \_\_\_\_\_ through \_\_\_\_\_  
Times: \_\_\_\_\_ am  pm  through \_\_\_\_\_ am  pm   
Dates of set up/clean up: \_\_\_\_\_ through \_\_\_\_\_  
Times: \_\_\_\_\_ am  pm  through \_\_\_\_\_ am  pm

**Production/project location #1:** \_\_\_\_\_

**Production/project location #2:** \_\_\_\_\_

**Location(s) is/are City:** Airport  Arena  Convention Center  Industrial  Private Property  Residential

**Number in cast and crew:** \_\_\_\_\_

**The filming activity to be conducted is described as follows:** Give specifics about your shoot, attach additional sheets if needed.

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

**Types/number of vehicles:** Auto \_\_\_ Catering Trucks \_\_\_ Motor Homes \_\_\_ Trailers \_\_\_ Trucks \_\_\_ Vans \_\_\_ Other \_\_\_

**Types/number of additional transportation units:** Airplanes \_\_\_ Military Craft \_\_\_ Helicopters \_\_\_ Other \_\_\_

**Applicant requests special assistance:** Street Closures \_\_\_ Traffic Control \_\_\_ Emergency Service \_\_\_ Other \_\_\_

**Applicant intends to use:** Animals \_\_\_ Explosives \_\_\_ Fire \_\_\_ Special Effects \_\_\_ Stunt Vehicles \_\_\_ Other \_\_\_

<p align="center"><b>PYROTECHNICS, SPECIAL EFFECTS AND OR STUNTS ARE PLANNED? YES * _____ NO _____</b></p> <p>Describe special effects or pyrotechnics planned for this film activity: <i>Add additional sheets if needed</i> _____</p> <p>_____</p> <p>_____</p> <p>Pyrotechnician: _____ License #: _____ Company Name: _____ Phone: _____</p> <p>Stunt Coordinator: _____ Phone: _____ Company Name: _____ Phone: _____</p> <p align="right"><i>*OFD Fire Prevention Bureau Approval Required</i></p>
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Liability Insurance Co. and /or insurance agent: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Liability Insurance endorsement attached: Yes \_\_\_ No \_\_\_ Employer's liability certificate attached: Yes \_\_\_ No \_\_\_

**Any required insurance must name the City of Ontario as additional insured.**

Return application to above address and make check payable to the "City of Ontario." See reverse side for credit card payment.

**I declare, under penalty of perjury that the statements and information contained in this application is true and correct to the best of my knowledge and belief. I agree to conform to all requirements of Police Department, Fire Department, Engineering Department, Risk Management and all other applicable laws, ordinances and regulations pertaining to the operations of such business.**

\_\_\_\_\_  
**Signature of Applicant or Representative**

\_\_\_\_\_  
**Date**

# FILM REGULATIONS

1. Complete a Film Permit Application.
2. An applicant will be required to submit a Permit Application at least (3 to 4) three to four working days prior to the date(s) to conduct an activity for which a permit is required.
3. An applicant shall comply with all conditions or restrictions of the permit.
4. For the legal protection of the City, an applicant shall be required to provide the following:
  - Liability Insurance – An endorsement to the applicant's policy of liability insurance shall require an amount of \$1,000,000.00 naming the city officers and employees an additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The endorsement shall not be subject to cancellation or modifications until after thirty days written notice to the city. A copy of the endorsement will remain on file.
  - Any required insurance must name the City of Ontario as additional insured.
  - Workers Compensation Insurance – An application shall conform to all applicable federal and state requirements for Workers Compensation Insurance for all persons operating under a permit. Evidence of such coverage with a waiver of subrogation to the city shall be submitted with the application.
5. An applicant shall conduct operations in an orderly fashion. The area used shall be cleaned of trash and debris within a timely manner upon completion of shooting at the scene and restored to the original condition before leaving the site. The city may require a faithful performance bond to ensure cleanup and restoration of the site after inspection.
6. Filming on private property an applicant shall obtain the property owner's permission; consent for use of property shall be submitted with the application.
7. Public right of way a film permit shall be required for the posting of temporary "NO PARKING" signs, parking of equipment and/or cars on public streets, stringing cable on sidewalks or from generator to service point, sidewalk shots, driving scenes. "NO PARKING" signs shall be posted by the city and the requirements shall come from the city. The fee shall be assessed by the city.
8. For filming that would impair traffic flow, an applicant shall use the Ontario Police Department and comply with all traffic control requirements deemed necessary.
  - Any personnel and equipment required at the location(s) shall be at the permittees' expense. The hours of work will be billed by the Accounts Receivable Department of the City of Ontario.
  - An applicant shall pay for the installation of advance warning signs and any other traffic control devices by the City of Ontario Street Department in conformance with the Manual of Traffic Controls, State of California Department of Transportation.
  - Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted shall be determined by the city based on location.
  - Traffic shall not be detoured across a double line without prior approval.
  - Unless specifically authorized by the city, the camera cars shall be driven in the direction of traffic and shall observe all traffic laws.
  - Any emergency roadwork or construction by city and/or private contractors, under permit or contract to the city shall have priority over filming activities.
9. Upon notification the Fire Department will conduct a field/site inspection of all film permits issued in accordance with State Fire Marshal regulations as outlined in Tile 19.
  - Any personnel and equipment required at the location(s) shall be at the permittees' expense. The hours of work will be billed by the Accounts Receivable Department of the City of Ontario.
  - The Fire Inspector, or Fire Safety Officer, shall have the authority to revoke any permit as outlined in the Uniform Fire Code.
  - The Ontario Fire Department shall maintain a copy of the film site inspection within the Fire Prevention Bureau.
  - Special effects, such as pyrotechnics, hazardous materials/conditions, refueling, tents, other hazardous operations shall require a separate permit issued by the Fire Department.
10. For the convenience of the general public, all activity by an applicant between the hours of 10:00 p.m. and 6:00 a.m. shall be performed without undue noise and nuisance.
11. Film Permit Application fee is a flat fee of \$200.00.
12. No drone filming is permitted in the city under current FAA guidelines.
13. All trash services must be coordinated through the City of Ontario Solid Waste Department at (909) 395-2050.

**These procedures and guidelines are intended to serve as minimum regulations under normal filming circumstances, however the Film Permit Officer has the discretion to increase or decrease the requirements based upon the actual circumstances.**

**WISH TO PAY BY VISA, MASTERCARD, OR DISCOVER?  
PLEASE COMPLETE AND RETURN THIS ENTIRE FORM WITH PAYMENT**

Cardholder Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Cardholder's Zip Code \_\_\_\_\_  
 Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ V-Code \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

<b>For Office Use Only</b>				
<i>ROUTING</i>	<i>APPROVED</i>	<i>DENIED</i>	<i>DATE</i>	<i>COMMENTS</i> _____
Police Department _____				
Engineering _____				
Risk Management _____				
Fire Prevention _____				