



Film Permit Application Fire Prevention

303 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 Department immediately if there are any changes to the film entity from the information submitted on this application to the Fire Prevention Department. *Please Type or Print Clearly*

Production Title: _____
Applicant Name: _____ **Telephone Number:** _____
Address: _____
Street City State Zip Code
Representative Name: _____ **Telephone Number:** _____
Responsible Party Name: _____ **Telephone Number:** _____

This production/project is:

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

Dates of production/project: _____ through _____ Commencing: _____ am/pm through _____ am/pm
Date (s) Date (s)

Dates of set up/clean up: _____ through _____ Commencing: _____ am/pm through _____ am/pm
Date (s) Date (s)

Production/project location #1: _____

Production /project location #2: _____

Location(s) is/are City: ☐ Private Property ☐ Residential ☐ Industrial ---- 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 _____ Motor Homes _____ Trucks _____ Catering Trucks _____ Vans _____ Trailers _____ 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 _____ Chemicals _____ Explosives _____ Fire _____ Stunt Vehicles _____ Other _____

PYROTECHNICS, SPECIAL EFFECTS AND OR STUNTS ARE PLANNED? YES * _____ NO _____

Describe special effects or pyrotechnics planned for this film activity: _____

Pyrotechnician: _____ License #: _____ Company Name: _____ Phone: _____

Stunt Coordinator: _____ Phone: _____ Company Name: _____ Phone: _____

***OFD Fire Prevention Bureau Approval Required**

Liability Insurance company and /or insurance agent: Name _____ Phone Number _____

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

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 with 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 a 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.
 - 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 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.***
 - *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 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.*
 - *A field inspector shall respond to the location/site to conduct a preliminary inspection. A minimum of two hours will be required for the preliminary inspection.*
 - *Based upon the preliminary inspection, the field inspector shall determine if a Fire Safety Officer shall be required for the duration of the production. A minimum of two hours or actual cost will be billed.*
 - *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.***

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 Signature: _____
 Telephone Number: _____ Cell Phone Number: _____

VISA _____ MASTERCARD _____ DISCOVER _____ V-CODE _____

Card Number: _____
 Expiration Date: _____

FOR OFFICE USE ONLY

ROUTING	APPROVED	DENIED	DATE	COMMENTS
Police Dept. _____				
Engineering _____				
Risk Management _____				
Fire Prevention _____				