



## Location Filming Permit Application Packet

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Items A, B, C, and D are required for all applications and must be submitted to the City of Simi Valley Customer Services Division. Items E and F are required for some applications, depending on the type of filming. Items G and H are for your information only.

For information about location filming and film permitting in Simi Valley, including detailed submittal instructions, please visit us on the web at [www.simivalley.org/filming](http://www.simivalley.org/filming), or contact us at (805) 583-6842.

For information about adult filming and permitting in Simi Valley, please contact us at (805) 583-6385.

Please send completed applications to the City via any one of the following methods:

Option 1: E-mail the application to [lshamout@simivalley.org](mailto:lshamout@simivalley.org).

Option 2: Fax the application to (805) 583-6399.

Option 3: Mail or hand-deliver the application to the Customer Services Counter at City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063.



Authorization No. \_\_\_\_\_  
For Internal Use Only

Instructions available at: [www.simivalley.org/filming](http://www.simivalley.org/filming) TEL: (805) 583-6842 FAX: (805) 583-6399

### Location Filming Permit Application

Company Name: \_\_\_\_\_ Fed Tax ID: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Production: \_\_\_\_\_ Type: \_\_\_\_\_  
(Feature Film/TV/Still Photography/Student Film, etc.)

**Location 1 Name/Address:** \_\_\_\_\_

Type of Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ # of Cast: \_\_\_\_\_ # of Crew: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

Description of Filming Activities: \_\_\_\_\_  
(Interior/Exterior, Describe Scene)

**Location 2 Name/Address:** \_\_\_\_\_

Type of Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ # of Cast: \_\_\_\_\_ # of Crew: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

Description of Filming Activities: \_\_\_\_\_  
(Interior/Exterior, Describe Scene)

**Location 3 Name/Address:** \_\_\_\_\_

Type of Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ # of Cast: \_\_\_\_\_ # of Crew: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

Description of Filming Activities: \_\_\_\_\_  
(Interior/Exterior, Describe Scene)

Types/Numbers of Oversized Vehicles: \_\_\_\_\_  
(e.g. Cranes, Trailers, Craft Service, etc. Please identify which locations have those items.)

**Special Services Requested (Additional Lead Time May Be Required):**

- Intermittent Traffic/Pedestrian Control
- No Parking Signs
- Street Closures
- Unmanned Aircraft System

If requested, please explain: \_\_\_\_\_

Is property located in an HOA:  Yes  No If YES, has property owner obtained permission from HOA to film:  Yes  No

Insurance Certificate Attached:  Yes  No Property Owner Consent Attached:  Yes  No

The undersigned submits this application under the provisions of Simi Valley Municipal Code Chapter 5-32 and such other rules and regulations, as applicable, and guarantees that, if this application is approved, the filming will be operated in conformity with all the applicable rules, regulations, and conditions. Furthermore, it is understood that all nuisances as well as non-compliance with applicable conditions that are brought to the attention of the operators of the filming activities when the activity is in progress must be corrected immediately. If corrections are not made, the appropriate authorities may immediately cancel the permit.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## QUESTIONNAIRE FOR FILMING

**NAME OF PRODUCTION AND PRODUCTION COMPANY:**

\_\_\_\_\_

**LOCATION OF FILMING:** \_\_\_\_\_

**DATE/S OF FILMING:** \_\_\_\_\_

<b>Fire Department Film Review Fee for Filming:</b>	<b>\$228.00</b>
<b>Still Photography Review Fee:</b>	<b>\$152.00</b>

**If any of the following will be present at the production site or base camp area a Fire Code Permit and a Fire Safety Officer may be required.**

Tents 401 to 1600 sq. ft.	\$190.00
Tents greater than 1600 sq. ft.	\$342.00
Pyrotechnics (explosives, squibs, open flame)	\$266.00

**Additional activities:**

Interior Set Construction	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Construction of structures	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Operation or landing of aircraft or helicopters	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Stunts	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

The Fire Safety Officer is on production company time card and paid by the production company. Current rate is \$48.00 an hour with an 8 hour min. Time and a half after 8 hrs and double time after 12 hrs.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions (805) 947-8535.

**Company Representative:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Applicant agrees to defend, indemnify, and hold harmless the City of Simi Valley and its officials, officers, employees, agents, and representatives from and against all claims, lawsuits, liabilities, or damages arising out of, in connection with, and/or relating in any manner to any act or omission of Applicant, its agents, employees, and subcontractors of any tier, and employees thereof, in connection with the performance or nonperformance of activities authorized by this application.

Applicant shall thoroughly investigate any and all claims, indemnify the City of Simi Valley, and do whatever is necessary to protect the City of Simi Valley and its officials, officers, employees, agents, and representatives as to any such claims, lawsuits, liabilities, expenses, or damages. The City of Simi Valley shall be included as an additional insured in the Applicant's liability insurance policies and endorsements.

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Signature of Authorized Representative

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Date

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Name of Production Company

# General Liability Special Endorsement for the City of Simi Valley

1. ENDORSEMENT NO.

2. ISSUE DATE (MM/DD/YY)

3. PRODUCER

5. POLICY INFORMATION:

Carrier:

Policy No.:

Policy Period:

COVERAGE TRIGGER  Occurrence

LOSS ADJUSTMENT EXPENSE  Included in Limits

In Addition to Limits

TELEPHONE

4. INSURED

6.  Deductible  Self-insured Retention (check which) of \$ \_\_\_\_\_

7. **APPLICABLE.** This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the City of Simi Valley unless checked here  in which case only the following specific agreements and permits with the City of Simi Valley are covered:

CITY AGREEMENTS/PERMITS

8. TYPE OF INSURANCE

**GENERAL LIABILITY**

COMMERCIAL GENERAL LIABILITY  
 COMPREHENSIVE FORM

10. OTHER PROVISIONS

9. COVERAGES

LIABILITY LIMITS IN THOUSANDS \$

EACH OCCURRENCE

AGGREGATE

PREMISES/OPERATIONS

UNDERGROUND & COLLAPSE HAZARD

PRODUCTS/COMPLETED OPERATIONS

CONTRACTUAL

INDEPENDENT CONTRACTORS

\_\_\_\_\_

\_\_\_\_\_

11. CLAIMS: Underwriter's representative for claims pursuant to this insurance (address and telephone).

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter thereto, it is agreed as follows:

12. **ADDITIONAL INSURED.** The City of Simi Valley and its respective boards, districts, officers, agents and employees are included as additional insureds with regard to liability and defense of all claims, lawsuits, liabilities or damages of whatsoever nature arising from the operations and uses performed by or on behalf of the named insured.

13. **CONTRIBUTION NOT REQUIRED.** Insurance is primary with respect to any insurance maintained by the City of Simi Valley and shall not call on the City's insurance for contribution.

14. **CANCELLATION NOTICE.** With respect to the interests of the City of Simi Valley this insurance shall not be cancelled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City of Simi Valley addressed as follows: City of Simi Valley, Attn.: Risk Manager, 2929 Tapo Canyon Road, Simi Valley, CA 93063.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

**ENDORSEMENT HOLDER**

15. CITY DEPARTMENT/BUREAU

**CITY OF SIMI VALLEY  
2929 TAPO CANYON RD  
SIMI VALLEY, CA 93063**

16. AUTHORIZED

REPRESENTATIVE  Broker/Agent  Underwriter  \_\_\_\_\_

I \_\_\_\_\_ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature \_\_\_\_\_  
(original signature required on copy)

Telephone: ( ) \_\_\_\_\_ Date signed \_\_\_\_\_

## CITY OF SIMI VALLEY'S INSURANCE REQUIREMENTS

For those conducting business with the City of Simi Valley, insurance coverage may be provided by either (1) an approved general and/or Auto Liability Endorsement Form for the City of Simi Valley or (2) an acceptable certified copy of the insurance policy (Declarations of Coverage) with an approved Additional Insured Endorsement (CG 20150993/CG 20101093). A Certificate of Insurance is not acceptable evidence of insurance for liability and automobile coverage due to the following language on the standard ACORD form:

*"This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."*

To protect those doing business with the City, the public, and the City, insurance must:

1. Cover the specified exposures to loss arising out of the work performed or activity conducted.
2. Contain limits high enough to pay reasonably feasible judgments.
3. Have the City, its boards, officers, agents, and employees included as "Additional Insured" on the contractor's insurance for General and Auto Liability. The City shall be named as "Loss payee" as its interest may appear on all property insurance. Workers' Compensation and Professional Liability do not require for the City to be named as an "Additional Insured."
4. Have the insurance by primary and not call on the City's insurance for contributions.
5. Provide that insurance shall not be cancelled or reduced in coverage until after 30 days written notice.
6. Provide a hold harmless agreement to include the defense and indemnification of the City. This obligates the contractor/permittee insurer or holds the contractor/permittee responsible in the event of insufficient or inadequate insurance.
7. Have an A.M. Best's Rating of B+,VII and be admitted in California. Any exceptions must be reviewed and approved by the City's Risk Manager. Should you have any questions on insurance requirements, please contact the City's Risk Manager at (805) 583-6739.
8. Insurance must be approved prior to commencement of the work activity.

# Notice of Proposed Filming



The City of Simi Valley requires filmmakers to notify surrounding residents and businesses of any proposed filming activities that may affect neighboring properties. A description of the activities proposed in your neighborhood is shown below.

Filming Location: \_\_\_\_\_

Date(s) and Times: \_\_\_\_\_

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

Parking: \_\_\_\_\_ vehicles will be parked \_\_\_\_\_

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

Outdoor Lighting: \_\_\_\_\_

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

Exterior Noise: \_\_\_\_\_

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

If you have any questions or concerns about the filming activities, please contact the filming company:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone Number)

**If you need to report any noise or parking violations** due to filming activities, please contact the Simi Valley Police Department, 24 hours a day, at (805) 583-6950.

If you have any questions or concerns regarding the City's Location Film Permit process, please contact Matthew Cuevas at the City of Simi Valley at (805) 583-6701.

## Instructions for Notice of Proposed Filming

**Filming Location:** Identify the address of filming. Separate locations require a separate Notice of Proposed Filming for each location.

*Example:* 2929 Tapo Canyon Road

**Date(s) and Times:** Include the day(s), date(s), and times of filming at the location.

*Example:* Thursday, July 9, 8:00 a.m. – 10:00 p.m.  
Friday, July 10, 8:00 a.m. – 12:00 p.m.

**Parking:** Include the number of vehicles needed for the filming and explain where they will be parked (off-site, in the street), etc. If temporary “No Parking” signs or street closures are proposed, include that information.

*Example:* Five vehicles will be parked on the west side of Tapo Canyon Road. Temporary “No Parking” signs will be posted for 200 feet on either side of 2929 Tapo Canyon Road. No street closures are proposed.

**Outdoor Lighting:** Identify any outdoor lighting that may affect neighboring properties. If no outdoor lighting is proposed, state that. Do not leave this field blank.

*Example:* Outdoor lights will be set up in the parking lot but will shine away from adjacent properties.

**Exterior Noise:** Identify any exterior sources of noise that may affect neighboring properties. If no exterior sources of noise are proposed, state that. Do not leave this field blank.

*Example:* A generator will be running intermittently during filming, but it will be turned off no later than 9:00 p.m. Exterior dialogue will be recorded but will not affect adjacent properties.





# Instructions for Certification of Notifications

Filmmakers must notify any residents or businesses that may be impacted by filmmaking activities, prior to issuance of a Location Filming Permit. Impacted properties include those affected by any one or more of the following:

- Parking
- Temporary Parking Prohibitions
- Temporary Street Closures
- Outdoor Lighting
- Exterior Noise

If you are unsure of whether your filming requires notifications, please contact Linda Shamout at (805) 583-6842.

If nobody is present at an address, a copy of the Notice of Proposed Filming may be left at the address. In such instances, list the address and indicate “No one home; left notice” in the “Name” and “Signature” columns.

If a notified party does not wish to sign the form, list the address and indicate “Would Not Sign” in the “Signature” column.

**A copy of the Notice of Proposed Filming must accompany the completed Certification of Notifications.**

For filming with major impacts, the City may require permission from adjacent property owners instead of notification, when one of the following occurs:

- Late-night filming hours in or adjacent to residential neighborhoods
- Full street closures (not intermittently opened)
- Other unusual filming requests

If your filming might require permission instead of notification, please contact Linda Shamout at (805) 583-6842 for forms and instructions.

# Location Filming Permit Fees

## **Base Fee – Minor Permit (2 Days of Filming or Fewer):**

- To City of Simi Valley:
  - o \$376 Minor Location Filming Permit Application Fee (non-refundable)
  - o \$60 Temporary Use Permit Fee
  - o \$100 per day Business Tax
- To Ventura County Fire Protection District:
  - o \$228 Review Fee

## **Base Fee – Major Permit (3 Days of Filming or More):**

- To City of Simi Valley
  - o \$789 Major Location Filming Permit Application Fee (non-refundable)
  - o \$60 Temporary Use Permit Fee
  - o \$100 per day Business Tax
- To Ventura County Fire Protection District:
  - o \$228 Review Fee

## **Base Fee – Still Photography Permit**

- To City of Simi Valley
  - o \$94 Still Photography Permit Fee
  - o \$60 Temporary Use Permit Fee
  - o \$150 per day Business Tax and Still Photography Permit base rate
- To Ventura County Fire Protection District
  - o \$152 Review Fee

## **Other Costs, as Requested:**

- If the Ventura County Fire Protection District requires a Fire Safety Officer, additional fees are due (see page 3).
- If filming is proposed within the public right-of-way, an Encroachment Permit Fee (\$288) is required.
- If street closures or Intermittent Traffic Control (ITC) services are requested from the Simi Valley Police Department, the following fees apply, with a two-hour minimum:
  - o Officer: \$101 per hour\*
  - o Sergeant: \$123 per hour\*
  - o Lieutenant: \$148 per hour\*
- If temporary “No Parking” signs are requested, one of the following fees is required:
  - o City posts signs\*: \$75, plus \$0.15 per linear foot of signage, inclusive of driveways
  - o Applicant posts signs: \$0.50 per sign
    - Only official City signs may be used; please call Linda Shamout for instructions at (805) 583-6842
- If dumpsters or trash services are required, you must use the City’s franchised trash service provider in Simi Valley:
  - o G.I. Rubbish Company: (805) 522-9400

\* Two-week advance notice is required for street closures, ITC, and temporary “No Parking” signs.



## **TEMPORARY SIGNS – FILMING** (SVMC Section 9-37.070)

### ***What is the purpose of the Temporary Sign Ordinance?***

Signs have an obvious impact on the character, quality, and economic health of our City. As a prominent part of the scenery, they may distract the viewing public and affect the safety of vehicular and pedestrian traffic. The Temporary Sign Ordinance accomplishes a balance between advertising needs, the freedom of expression, and the necessity of regulatory constraints.

### ***What are requirements for Noncommercial Temporary Signs like filming directional signs?***

- A separate Temporary Sign Permit is not required. (A Location Filming Permit is still required.)
- Signs must be 12 square feet or less in size
- Signs shall not exceed a height of 6 feet.
- Signs may only be placed on private property, with the permission of the property owner or leaseholder
- Except in front of single-family residences, the following information must be affixed to the lower right hand corner of the sign:
  - Contact information for the sign owner (name, address, and phone number)
  - Date of sign installation
  - Property owner's permission (including name, address, and telephone number)

### ***How does the City enforce the ordinance?***

The City may immediately remove illegal temporary and portable signs from the public right-of-way. Removal is aimed at reducing hazards to vehicular and pedestrian traffic posed by signs located in the public right-of-way. Code Enforcement staff will work with property owners to remove or legalize signs located on private property. Enforcement of the Sign Ordinance promotes the public health, safety, and welfare by improving community aesthetics. If you believe your sign has been removed from the public right-of-way, please contact the Public Services Center at 583-6400 within 14 days of removal. After 14 days, all removed signs will be discarded. For signs on private property, the City requests the sign owner/property owner to correct the violation, remove the illegal sign, or authorize the City to abate the sign. Costs involved for abating the illegal sign are charged to sign owners.