
FILM & IMAGE MEDIA
PERMIT APPLICATION PROCESS

**QUICK CHECK LIST FOR
SUBMITTAL**

- Application Form
- Certificate of Insurance
- Fee/Deposit

APPLICABILITY

The Business Ordinance 06-01, Chapter Three, Film and Image Media, sets forth standards for an application for a Film and Image Media Permit.

PURPOSE

Ordinance No. 06-01, Chapter Three, was enacted to provide for orderly and safe operation of motion picture and television productions to ensure (1) The health and safety of all persons; (2) The avoidance of undue disruption of all persons within the affected areas; (3) The safety of property within the city; and (4) The control of traffic within the city, and location and duration of road closures.

APPLICATION REQUIREMENTS

A complete application consists of required forms and required fees and deposits, as described below.

1. Forms
 - a. Motion Picture and Image Media Production Permit Application
 - b. Certificate of Insurance
2. Required Fees and Deposits – Consult City Clerk for current fee and deposit requirements.

PROCESS

The City Council will work directly with the film permit applicant prior to permit issuance for major productions. The City Manager or City Clerk will liaison for minor productions:

1. Applicant shall file the Film & Image Media Permit Application along with the Certificate of Insurance. The Ferndale City Clerk can give permit application information by telephone, or it is available online at <http://ci.ferndale.ca.us> under Permits.
 - a. Liability Insurance: Before a permit is issued, a certificate of insurance will be required in the amount of one million dollars (\$1,000,000) naming the City as the co-insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage. The City officers and employees shall be named as additional insured. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the City. A copy of the certificate will remain on file in the City Clerk's office.

- b. Certificate of Insurance shall be provided by the applicant
 - c. Worker’s Compensation Insurance: An applicant shall conform to all applicable federal and state requirements for Worker's Compensation Insurance for all persons operating under a permit.
 - d. Hold Harmless agreement: An applicant shall execute a hold harmless agreement as provided by the City prior to the issuance of a permit under this ordinance.
 - e. Faithful Performance Bond: To ensure cleanup and restoration of the site, an applicant may be required to post a refundable faithful performance bond when the application is submitted. Upon completion of filming and inspection of the site by the City, the bond may be returned to the applicant.
2. The City Oversight Committee shall work cooperatively and responsively with the film industry personnel after issuance. Their primary focus to be the protection of the health and safety, both physically and psychologically, of all Ferndale citizens.
 3. Unlimited permit riders (a written attachment to the permit that accommodates minor changes) shall be used. However, a permit cannot be extended or amended by rider after the completion of the filming activity. The Oversight Committee or the Ferndale City Council must approve all riders.
 4. The production company shall have a copy of the permit on site at all times.

GENERAL REGULATIONS

1. Clean Up: The permit holder shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of each day’s shooting at the scene and restored to the original condition before leaving the site.
2. Filming on Private Property: The applicant is required to obtain the property owner’s permission, consent, and/or lease for use of property not owned or controlled by the city. The applicant will provide adequate insurance to protect the private property owner from the applicant’s activities on the property. Individual riders shall document the property owner’s consent or lease.
 - a. Consistent with the provisions of Ordinance 06-01, the applicant shall obtain permission from those individuals residing within the boundaries established by the permit as renters or leasers.
3. Public Works Department (Roads and Streets): If the applicant must park equipment, trucks and/or cars in zones that will not permit it, temporary “No Parking” signs shall be coordinated with and be posted by the City. The applicant shall also obtain permission to string cable across sidewalks or from generator to

- service points. The applicant shall minimize long term parking of vehicles and equipment on public streets.
4. **Traffic Control:** For filming that would close roads or streets or otherwise impair traffic flow, the applicant shall contact the City of Ferndale Police Chief, or his representative, for hiring of law enforcement personnel and comply with all traffic control requirements deemed necessary.
 - a. The applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Control, State of California, Department of Transportation. All appropriate safety precautions must be taken.
 - b. Traffic may be restricted to one 12-foot lane of traffic and /or stopped intermittently. The period of time that traffic may be restricted will be determined by the city, based on location and concurrence of the police and fire departments.
 - c. Traffic shall not be detoured across a double line without prior approval of the Chief of Police, or his representative.
 - d. Unless authorized by the Police Department, the camera cars shall be driven in the direction of traffic and must observe all traffic laws.
 - e. Any emergency roadwork or construction by city crews and/or private contractors, under permit or contract to the appropriate department shall have priority over filming activities.
 5. **Fire and Medical Aid Response:** All road closures and traffic restrictions shall be approved by the Ferndale Volunteer Fire Department no less than 48 hours prior to the event. The Fire Department emergency siren will function as dictated by the Fire Chief.
 6. **Parking Lots:** When parking in a parking lot, the applicant may be billed according to the current rate scheduled established by the city. In order to assure the safety of citizens in the surrounding community, access roads that serve as emergency service roads must never be blocked.
 7. **Business License:** The applicant, applicant's contractors/subcontractors are required to obtain a City of Ferndale business license prior to the start of work.
 8. **Ferndale Post Office:** All road closures and traffic restrictions that affect the normal conduct of mail service shall be approved by the Postmaster 48 hours prior to the event.

TIME REQUIRED FOR PROCESSING

Permit Application: The applicant will be required to submit a permit request *with*in the following time requirements: (a) Two working days for approval and issuance of a minor production permit; (b) Two weeks for approval and issuance of a major production permit.

FEES & CANCELLATION POLICY

Fees are set by Resolution and listed in the “Fee and Fine Schedule.” City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City’s administrative costs. Fees are minimum and non-refundable.

A cancellation fee will be charged, which is a portion of the permit cost, and which may be applied if the production company cancels the permit after 3:00 pm the last working day before the scheduled shoot.

ADDITIONAL INFORMATION

For additional information concerning these Film & Image Media procedures, contact Ferndale City Hall at 707.786.4224 or cityclerk@ci.ferndale.ca.us

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY):

PRODUCER	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 POLICIES BELOW.
INSURED	COMPANIES AFFORDING COVERAGE
	COMPANY A:
	COMPANY B:
	COMPANY C:
	COMPANY D:
	COMPANY E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				GENERAL AGGREGATE \$
	COMMERCIAL GEN LIABILITY				PRODUCTS-COMP/OP AGGREGATE \$
	CLAIMS MADE				PERSONAL & ADV INJURY \$
	OWNERS AND CONTRACTORS PROT				EACH OCCURRENCE \$
					FIRE DAMAGE (Any one fire) \$
					MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	ANY AUTO				BODILY INJURY (Per Person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per Accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
	HIRED AUTOS				
	NON OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY (Each Accident) \$
	ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				\$
	WORKERS COMP AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
	THE PROPRIETOR/ PARTNERS/EXEC <input type="checkbox"/> INCL OFFICERS ARE: <input type="checkbox"/> EXCL				EACH ACCIDENT \$
					DISEASE POLICY LIMIT \$
					DISEASE - EA EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL ____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</p>
	AUTHORIZED REPRESENTATIVE

APPLICATION FOR MOTION PICTURE OR IMAGE MEDIA PRODUCTION PERMIT

COMPANY NAME		DATE	
COMPANY ADDRESS			
BILLING ADDRESS			
TELEPHONE NUMBER		CELL PHONE	
PERSON IN CHARGE OF PRODUCTION			
ON-SITE ADDRESS			
PAGER		CELL PHONE	
COMPANY LIAISON TO THE CITY			
ON-SITE ADDRESS			
PAGER		CELL PHONE	
NATURE OF PROPOSED FILM ACTIVITY*			
FILMING LOCATION(S)			
ADDRESS			
SPECIFIC SITE			
OWNER'S NAME			
OWNER'S TELEPHONE			
DATE & TIME ACTIVITY TO START			
DATE & TIME OF COMPLETION			
EXACT NUMBER OF PERSONNEL INVOLVED			
EXACT NUMBER & TYPE OF VEHICLES INVOLVED			
IF ANIMALS AND PYROTECHNICS WILL BE USED EXPLAIN SUCH USE*			
LIST ALL OTHER AGENCIES REQUIRING PERMITS			
Police protection and Public Works assistance will be charged to you at the City prevailing rates plus 24%. Costs incurred for out of jurisdiction support will be charged at that agency's rate.			
Attach evidence of Liability Insurance. * Attach separate sheets as necessary			
AGENT'S SIGNATURE			

_____ PLEASE DO NOT WRITE BELOW THIS LINE _____

TYPE OF PERMIT	MAJOR	MINOR
This permit is granted at the direction of the City Council as per Ferndale's Business Ordinance 06-01.		
DATE		MAYOR, CITY MANAGER OR CITY CLERK