

Applicant Information		
Production Company Name		
Street Address		
City, State, ZIP Code		
Phone		Fax:
Name, of company representative ("Representative") signing application.		Title:
Representative's Phone		Fax:
Representative's E-Mail Address		
Contact Person "on set"		Contact's cell number:

Production Information			
Type of Production (Check all that apply):			
<input type="checkbox"/> Feature Film	<input type="checkbox"/> Student	<input type="checkbox"/> TV Series/Movie/Pilot	
<input type="checkbox"/> Still Photography	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Educational	
<input type="checkbox"/> Video/Industrial	<input type="checkbox"/> Documentary	<input type="checkbox"/> Other (specify):	
Title or Product			
Producer			
UPM			
Location Manager			
Director			
Attendance	Number in Crew:	Number in Cast:	Total:

Production Vehicle List	
Fill in or attach separate list. Indicate number, size or length of each (5 tons, step-van, 35 ft, etc.)	
Camera Truck:	Motor Home:
Grip/Electric:	Production Van:
Generator:	Honeywagon:
Wardrobe:	Other (specify):

Location Description**LOCATION #**

Location and Address	Date	INT/EXT	Start Time	End Time	Parking? Yes/No	Map Attached? Yes/No	Equipment, Personnel and/or Special Conditions
Summarized Scenes:					<u>Check all that apply:</u> <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Neighborhood Notification <input type="checkbox"/> Wet Downs <input type="checkbox"/> SignatureSurvey <input type="checkbox"/> Simulated Violence <input type="checkbox"/> Police Services		

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Street Closure Requests		
Names of Streets to be closed (if major production, map must be included with application):		
	Between	and
	Between	and
	Between	and
	Between	and
Please provide the following information: 1) reasons for street closure; and 2) whether you are requesting a complete closure or intermittent traffic control (ITC).		
Date and Time of Street Closure	Start:	End:
Parking restrictions requested:		
Production Details		
Will the production have amplified sound? If yes, please describe:		
Will there be any fenced areas? If yes, please describe:		
Will there be construction or other improvements, including any tents or awnings? If yes, please describe:		
Please describe your post-production clean-up plan.		
Safety/Security		
Please describe your procedures for both crowd control and internal security:		
Have you hired a company to provide security for this production?		
If so, is your security company on the City of Sacramento, Registered Security Patrol List?		
Security Company Name:	Phone Number:	Number of Guards:
Guard Schedule:		

Guidelines, Rules and Regulations

- Permittee is subject to the provisions of Chapter 5.60 of the Sacramento City Code.
- Filming on City streets and neighborhoods is coordinated through the Sacramento Film Commission, which makes referrals to City departments depending on the particular needs of any given production. The permit application fee is \$100.
- Permit Applications may require review by the City of Sacramento Permit Review Board, depending on the nature, size or impact of the production.
- A certificate of insurance must be filed with the Sacramento Film Commission at least three working days before the start of filming. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respect to General Liability. An endorsement naming the "the City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85.
- All trash and debris must be removed from the location immediately after each day of production concludes. The City's Solid Waste Division will charge permittee for any cost to clean up a production site not cleaned by permittee. Permittee is required to provide recycling receptacles for large productions.
- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. Permittee may be required to provide advisory signs to provide advanced notice to the regular users of a roadway of the scheduled closure (placed a minimum of two weeks prior to the event) if the production may impact a major use roadway. The closure of a primary street on weekdays, from 6:30 a.m. - 9:30 a.m., and 4:00 p.m. - 7:00 p.m. is prohibited. (See Sac. City Code § 12.48.040.)
- The hours of filming in residential areas from 10 p.m. to 7 a.m. are restricted. Production is permitted during these restricted hours only with the prior consent of the City and requires the submission of a completed signature survey. Parking in commercial areas may be restricted during commute hours.
- Permittee shall provide at least 72 hours written notice of filming to surrounding businesses and residences. The notice must include permittee's name, shooting schedule, and the name, address and phone numbers of permittee's business office and local representatives. The notice must be submitted to the Sacramento Film Commission office prior to distribution.
- Street parking for film shoots must be posted at least 72 hours prior to the street posting going into effect.
- No alteration or variation of the terms or locations of the permit shall be valid unless made in writing and signed by the parties hereto.
- The City of Sacramento Police Department determines the extent and type of security needed for a production. The hiring of City of Sacramento police officers, a professional security company, or a combination of both may be a condition of permit approval and acquisition.
- The City of Sacramento Fire Department must review and approve the following: Permittee's 1) first aid and/or emergency medical services plan; 2) emergency vehicle access route; 3) use of open flame or pyrotechnics; 4) maintenance and storage of vehicle fuel; 5) location of power sources; 6) the availability and location of on-site fire suppression equipment; 7) the occupancy and spacing of tables or enclosures; 8) the use of tents, canopies or any fabric shelters; and 9) other production related conditions subject to Fire Department review. The Fire Department may require and perform inspections at permittee's cost before and/or during production.
- Permittee shall assume and reimburse the city for any and all costs and expenses related to the production that are determined by City to be unusual or extraordinary, including but not limited to the cost of: 1) providing, erecting, and moving barricades and/or signs; 2) providing and moving garbage or waste receptacles; and 3) City personnel who are required by the city to work overtime hours.
- Permits are not transferable and are revocable at any time.

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the production company to submit this application on its behalf. The information contained herein is complete and accurate.

Name and title
(printed)

Signature:

Date:

Payment Information

Amount Due:

Payment Method (Check all that apply):

Cash

Check or Money Order#

Visa/MasterCard/AMEX

Card #:

Expiration Date:

Verification Code (Last 3 digits on signature strip)

Authorized Signature:

Office Use Only

Permit Application Number:

Assigned to:

Notes:

Submit your completed application as an E-mail attachment:

Lucy Steffens

Visit Sacramento

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