



Contra Costa County  
Public Works  
Department  
APPLICATION AND PERMIT CENTER

Permit No.: \_\_\_\_\_

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

Coordinating Agency: \_\_\_\_\_

Attachments: \_\_\_\_\_

Permit Fee: \$\_\_\_\_\_ Receipt No.: G-\_\_\_\_\_

Revised 7/14/20  
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**PHOTOGRAPHY / MOTION PICTURE PERMIT**

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Production Type: \_\_\_\_\_

UPM: \_\_\_\_\_ Assistant Director: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Other: \_\_\_\_\_ Dist.: \_\_\_\_\_

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

Activity: \_\_\_\_\_

Filming Date(s): \_\_\_\_\_ Between the Hours: \_\_\_\_\_

Total Days: \_\_\_\_\_ Total Personnel: \_\_\_\_\_

Vehicle(s)/Equipment: \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_ FX No.: \_\_\_\_\_

Technician: \_\_\_\_\_ License No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Rangers: \_\_\_\_\_ CHP: \_\_\_\_\_ FSA: \_\_\_\_\_ Other: \_\_\_\_\_

Approval: \_\_\_\_\_

Estimated Costs: \_\_\_\_\_

This permit must be cancelled by \_\_\_\_\_ or permittee will be charged approximately \_\_\_\_\_ for personnel costs.

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permittee agrees to all the terms and conditions of this permit including provisions on the reverse side of this permit and any attachments.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
County Representative

## **FILMING RULES**

1. Requests for filming will be made through the Motion Picture Coordinator, Public Works Department, who will make referrals to departments and other agencies (Sheriff, airport, parks, etc.) in order to arrange orderly filming in compliance with the law. The film company is responsible for contacting the departments and agencies when so directed by the Motion Picture Coordinator.
2. If necessary for public safety and convenience, uniformed Sheriff's officers will be assigned on a voluntary overtime basis. The number of officers assigned will be determined by the Contra Costa County Sheriff's Department depending on the extent of filming and other pertinent factors. A deposit for police services will be required in advance.
3. Contra Costa County vehicles and equipment will not be made available for use by the film companies.
4. Filming on County property or in any County facility must have the express approval of the controlling department. The approval will be obtained by the Public Works Department.
5. Streets and highways under the control of the County must be posted for parking or filming 24 hours prior to call time. Advanced written notice (leafleting) may be required in some areas, providing information on dates and times of filming, and a contact telephone number. The filming company shall pay all costs associated with the signing and leafleting.
6. Residential areas can be used for filming only between the hours of 7:00 AM and 10:00 PM. Shooting between the hours of 10:00 PM and 7:00 AM is restricted without prior express joint approval of the Motion Picture Coordinator and the Sheriff. Commercial areas and main thoroughfares may be restricted between the hours of 6:30 AM and 9:30 AM and 4:00 PM and 6:30 PM due to rush hour traffic. Otherwise, commercial areas are available for filming. Industrial areas can be used for filming 24 hours a day, with care given not to affect work activities in the area.
7. Film companies are required to provide location schedules to the Motion Picture Coordinator and the Sheriff so that potential traffic, parking and other problems can be anticipated and avoided.
8. Meals shall not be served or eaten on the public right-of-way.
9. All filming company and related vehicles (including rental vehicles) shall be visibly identified with the name and local telephone number of the production company. Such identification shall be placed in the windshield of each vehicle while on location.
10. Filming crews and equipment shall not interfere with emergency vehicle access, street cleaning or refuse collection. No littering is permitted and all areas must be cleaned completely before leaving location. The public must not be deprived egress from or ingress to public or private property.
11. In most instances, a deposit for services will be required in advance. The amount of the deposit will be determined by the Motion Picture Coordinator after an evaluation of estimated services required. In the event that the actual costs exceed the deposit, the filming company shall pay the excess amount to the County within 20 days of notice. If the charges are less than the deposit, the difference shall be refunded to the filming company within 20 days after the completion of the filming.
12. All stunts, chase scenes, special effects, etc., shall be reviewed in advance for approval by the Motion Picture Coordinator and the Sheriff.
13. Vehicle and pedestrian traffic shall not be held for excessive periods of time. Road closure permits are required and in no other situation are streets or sidewalks to be closed. Filming company must comply with all traffic control requirements deemed necessary in conformance with the California Manual on Uniform Traffic Control Devices.
14. All members of the production company including extras shall not use or congregate on any private or commercial property not under the control of the production company.
15. No filming event shall be permitted which destroys or damages, or potentially could destroy or damage, property, plants, or structures, or present a hazard to the health and/or safety of any person unless specifically authorized by the County Board of Supervisors.
16. Any emergency work or construction by County crews and/or private contractors under permit or contract shall have priority over filming activities.
17. Failure to comply with any provision of the Ordinance Code or rules is unlawful and may result in the suspension of the permit.