

## ATTACHMENTS CHECKLIST – PLACER COUNTY FILM PERMIT

Below is a complete list of all the potential attachments that may be required based on your application, depending on how you completed the various sections.

**Certain sections of the application will require additional information to be uploaded in the Attachments tab during the application process. Because the Attachment tab is not accessible until you complete earlier tabs sections, we have listed all potential usual documents that may be required, grouped by topic. Please refer to this checklist list early and frequently to assemble the relevant documentation in advance so you will have what you need, ready for upload at that time. Please contact the Film Office in advance if you have any questions.**

**Links to the county film regulations and policies related to these sections are listed on the Film Office web site in the Film Permit section and are also available in the application:**

<https://www.placer.ca.gov/1376/Film-Office>.

**PLEASE NOTE:** The Fire Safety Officer (FSO) or other county officials may request additional documentation depending on the proposed activity.

### **AIRCRAFT** (not drones)

- A. Documentation required is on a case by case basis and are dictated by FAA regulations.

**DRONES (UAVs)** – a note regarding drone coverage for commercial filming. If the production company's insurance policy does not cover drone operations then the drone operator and/or company must provide their own proof of insurance. Their insurance documents must also be attached to the application.

- A. Remote Pilot's State Driver's License-must be current.
- B. Remote Pilot's Airman Certificate (FAA). If this is not current also attach the current, successfully completed FAA's Airman Knowledge Test Certificate.
- C. Drone/UAS Registration (FAA).
- D. Proof of insurance, per Placer County requirements, for drone film operations.
- E. FAA Waivers or Airspace Authorizations related to the proposed filming operations, if required.
- F. Written description of proposed drone operations.
- G. Map of drone operations area.

### **NOISE**

- A. If production activity noise exceeds county regulations a variance or waiver from the county may be required.

### **PYROTECHNICS**

- A. The pyrotechnician' Pyro license and Class.

## **SPECIAL EFFECTS**

- A. Special Effects Permit

**STUDENT** - High School & College Students will be asked to provide the following information during the application process: the Student filmmaker's name & address and the School's name & phone number in which the Student is enrolled, plus

- A. Parent Consent letter if the student is under 18, acknowledging awareness of their child (include student's name and production title) is in pursuit of educational course work.
- B. Insurance documents - see details in the Insurance Policy for Filming at the end of this document. There is a specific section for Students.

**TRAFFIC PLAN** – The County Roads Department determines what type of traffic control may be necessary and will depend on production's impact to roadways and pedestrians. Start that conversation with the Film Office in advance of completing the permit application.

- A. In general, the County requires minimally that productions follow State of California Cal Trans standards for road closures and detour route signage.

## **WEAPONS**

- A. Armorer's License

**INSURANCE** – required if production is filming on County-owned property  
[Placer County insurance requirements for filming](#)

## PLACER COUNTY INSURANCE REQUIREMENTS FOR COMMERCIAL AND STUDENT FILMING

**NOTE regarding DRONES & INSURANCE:** *many insurance policies held by production companies do not cover commercial drone (UAV) filming activities. If your policy does not/will not cover this activity then the drone operator/drone company must provide adequate proof of insurance (see General Insurance Requirements) along with other drone documentation.*

### GENERAL INSURANCE REQUIREMENTS

THE FOLLOWING PROOFS OF INSURANCE ARE REQUIRED if production is using a county-owned location (if a location is a *private property* please make insurance arrangements *with property owner*). The insurance policy must be current and in effect at the time of production dates. The application for the film permit will not be processed until insurance documentation is received and verified.

- 1) **Certificate of Insurance (COI) UPLOAD COI document during application process**
  - a. *Amounts*
    - i. *\$1,000,000 in total general liability (this includes bodily injury and property damage)*
    - ii. *Additional higher limits may be required depending on production activities (aircraft, pyrotechnics, etc.)*
    - iii. *\$5,000,000 in excess liability if bridge locations are being used.*
  - b. *Description of Operations box - must include the following text: "the County of Placer, its officers, agents, employees and volunteers as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.*
  - c. *Certificate Holder Box – use the following:*

*The County of Placer  
c/o Placer-Lake Tahoe Film Office  
175 Fulweiler Ave  
Auburn, CA 95603*
  
- 2) **Additional Insured Endorsement (AIE) The insurance company emails the Endorsement Page (amended as indicated below) directly to the Placer-Lake Tahoe Film Office: [filmoffice@placer.ca.gov](mailto:filmoffice@placer.ca.gov)** Please have the insurance company add the following language to the Endorsement page of the Production Company's insurance policy:

- a. *“The County of Placer, its officers, agents, employees and volunteers as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.”*
- b. *The policy number must match the one listed on the COI.*

3) **Worker’s Compensation Coverage** - California state law mandates companies provide proof of worker’s compensation coverage.

- a. If the Permittee/Production Company has employees working at the county-owned locations listed on the permit, please include Workers Comp coverage on your COI.
- b. If the Permittee/Production Company does not have employees such as with a Sole Proprietorship, please check the corresponding box during the application process.

4. **Hold Harmless** - the Permittee/Production Company agrees to comply with the Hold Harmless provision when they sign and submit the application for the film permit. If the application has been signed no further action is required regarding this. The Hold Harmless language is listed in the General Provisions on the application, and reads as follows: *The Permittee shall indemnify and hold harmless the County, its officers, officials, agents, employees and volunteers, from and against any and all claims, suits, proceedings, costs, expenses (including reasonable attorney’s fees), damages and liabilities claimed by any person, organization, association or otherwise arising out of or relating to any act or omission of the Permittee, its agents, contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the County. The indemnification provided for in this permit shall survive any termination of this Agreement.*

## STUDENT FILMING - INSURANCE REQUIREMENTS

If the student is using county-owned property, the student has two options:

**OPTION A** – Provide that the filming will be covered by the School’s insurance policy in which the student is enrolled. The school’s Risk Management office may use one of the following two types of documentation (1 or 2, below). Please include the student’s name plus the appropriate documentation in an email to the Placer-Lake Tahoe Film Office: [filmoffice@placer.ca.gov](mailto:filmoffice@placer.ca.gov).

1. If the School is covering the student, use the below paragraph:

*“It is agreed that (School Name) and County shall each maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than One*

*Million Dollars (\$1,000,000) to cover all of its operations. Specifically, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile Liability, One Million Dollars (\$1,000,000) workers' compensation, and One Million Dollars (\$1,000,000) professional liability (E&O)."*

2. If the school is self-insured, please forward a letter from the School's Risk Management office advising of its self-insured status along with the student's name.

**OPTION B** - The student may provide the same documentation as required for commercial productions, above, on Page 1.