

PLACER COUNTY FILMING REGULATIONS

Placer County supports and encourages commercial filmmaking and other media productions. Support starts with the Placer-Lake Tahoe Film Office (Film Office), in the county's Office of Economic Development. We want to ensure that both media productions and our local communities have a safe and rewarding experience. Besides permitting assistance the Film Office offers an extensive photo library, lodging support, key contacts, trouble-shooting, and local crew and support services, and much more: www.placer.ca.gov. For planning purposes, and to minimize the unexpected, please read the following regulations and policies thoroughly **before completing the film permit application**. *A signed application means that the applicant has read, understood and will comply with the county regulations and provisions*. Please contact the Film Office if you have any questions: 530-889-4091.

The following Placer County Filming Regulations are established pursuant to Placer County's Film Ordinance (Article 5.25 of the Placer County Code).

COUNTY FILM PERMITS

- **ARE REQUIRED** for motion pictures, television, commercials, digital content, or still photography for commercial use, as well as for student films,-if production activities are on:
 1. County-owned or controlled property in Placer County. Specific proofs of insurance are required (see Insurance below).
 2. Private properties in unincorporated Placer County, such as businesses or residences but the production negotiates directly with the property owner regarding all necessary permissions, use fees, and insurance requirements.

Lake Tahoe film permitting - the communities in the Lake Tahoe area in Placer County are in the unincorporated area and generally will require a county film permit. However, there are also numerous state and federal lands with their own film permit requirements in this area. Please check with the Film Office for assistance.

- **ARE NOT REQUIRED** if production activities are within other government jurisdictions that lie within our county borders, such as:
 1. Federal property (US Forest Service, National Parks, federally owned buildings, etc.) and State property (State Highways, California State Parks/State Recreation Areas, state owned buildings, etc.).
 2. Within the city limits of our six incorporated cities of Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville. These jurisdictions have their own film permit requirements. Contacts for these city offices can be found on the Film Permits page at the Film Office website at www.placer.ca.gov/films or call the Film Office for assistance.

COUNTY COSTS & FEES

- **County Film Permit. FREE! There is no application or permit fee.**
- **County-owned Locations/Use Fees. FREE** county roads and most of the county's buildings and facilities. The exceptions are generally those locations that already charge use fees such as county

campgrounds, veterans halls, and public meeting rooms for rent. Productions would be required to pay such existing charges.

- **Cost Recovery/Personnel.** We encourage productions to contact the Film Office as early as possible so that more involved production activities such as those with traffic control (ITC), pyrotechnics, road closures, filming in working buildings, aerial work, stunts, etc. can be discussed and estimates provided prior to the completion of an application.
 1. County: depending on the production activities some of our county departments may charge cost recovery fees for their personnel time and equipment. This may include personnel required to do a site visit or assigned as a monitor on set. These needs and costs are determined on a case by case basis and are not typically required for most basic filming requests.
 2. Non-County / Outside Agencies: Some production activities may require outside agency participation and there may be costs associated with their support (i.e., California Highway Patrol for traffic control on a county road or a city official processing one of their city permits). The Film Office will direct you to the proper agency contact so you can obtain their cost estimates and other information.

APPLICATION

- The Film Permit Application is available online: <https://www.placer.ca.gov/1484/Film-Permits>
- Applications must be submitted electronically/digitally via the Film Office website/County Accela system and are processed in the order they are received.
- An application is considered complete once ALL the following are received and confirmed as accurate by the Film Office:
 1. All required sections on the application are complete.
 2. Additional information and supporting documentation including fees requested by the county.
 3. Application is signed by an authorized production representative.
 4. All required insurance documentation *NOTE: The Hold Harmless indemnification is in effect once the application is signed.*
 5. The Film Office determines when an application is complete and ready to be submitted to county departments for their review, evaluation, feedback, and approval or denial.
- **Permit Application Turn-Around Time:** The Film Office has a goal of 24-48 hours not including weekends and holidays, once a completed application is submitted, for productions proposing basic activities such as a dialog scene with no ‘bells and whistles’ or a catalog shoot, with minimal crew and talent. Production activities involving traffic control or other public safety concerns, require a minimum of at least three (3) days not including holidays and weekends once a completed application has been submitted. Complicated activities such as drone filming may require more lead time.

INSURANCE

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 proof of insurance described below, 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:**

blewis@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.

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.

TRAFFIC CONTROL - Traffic policy is evaluated and determined by the Department of Public Works on a case-by case basis during the application process. In general, the County requires minimally that productions follow Cal Trans standards for road closures and detour route signage.

- **Emergency vehicles** - all road closures shall be deemed ‘soft closures’ meaning that emergency and law enforcement vehicles will be allowed through the filming zone at all times.

- **Signage**
 1. The County Department of Public Works (DPW) determines signage and traffic control requirements on county roads on a case by case basis.
 2. County road closures and Intermittent Traffic Control (ITC) require that these roads be posted 48 hours in advance not including weekends/holidays. Some types of production activity may require signage to be posted more than 48 hours in advance.
 3. Signage will either be posted and removed by the DPW at the expense of the production company, OR may be handled by an authorized third-party vendor, retained and paid for by the production company, as may be directed by DPW.
 4. IF DWP will be posting signage, signs will not be posted until the county film permit is issued.
 5. Signage will either be posted and removed by the DPW at the expense of the production company, OR may be handled by an authorized third-party vendor, retained and paid for by the production company, as may be directed by DPW.
 6. All traffic control signs and devices must conform to Caltrans standards and guidelines: Chapter 6 of the 2014 California Manual of Uniform Traffic Control Devices and the 2015 Caltrans Standard Plans:
<http://www.dot.ca.gov/trafficops/camutcd/camutcd2014rev2.html>
http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/stdplns-US-customary-units-new15.htm
 7. Changeable message signs must state “Expect Delays” with the times and dates that traffic control will be in effect, and state the maximum expected length of delays.

- **Length of traffic holds**
 1. Determined on a case by case basis.
 2. For a full road closure traffic may be held for a maximum of 15 minutes during the actual filming.
 3. At all other times at least one lane will remain open with two-way traffic control. The maximum time that traffic will be held in one direction shall be based on directional queuing but shall be no more than approximately 5 minutes.

- **Traffic Control Personnel**
 1. Traffic control on county roads in the unincorporated areas of the county is handled by the California Highway Patrol (CHP) OR occasionally by third party authorized vendors and is determined by the County’s Department of Public Works based on the proposed production activities. The production company can expect that the California Highway Patrol and/or a flagging/signage company will need to be retained for road closures and ITC.
 2. Production is responsible for coordinating with the California Highway Patrol liaison officer at the California Film Commission for scheduling officers and setting up payment contracts in advance (323-860-2960 or <http://film.ca.gov>) required for traffic control on county roads, state highways, and the incorporated cities of Colfax and Loomis.
 3. For traffic control within city limits of the following incorporated cities (Auburn, Lincoln, Rocklin, Roseville) please contact the appropriate city office. These city contacts are listed on

the Film Office website at <https://www.placer.ca.gov/1484/Film-Permits> or call our Film Office for assistance.

DRONES (Unmanned Aircraft Systems)

- Placer County requires a production company's drone operations to comply with all current FAA regulations regarding commercial filming and drone use.
- The county requires the following documentation (attach documents during the application process):
 1. Proofs of insurance, per Placer County requirements, for drone film operations. If the production company's insurance policy does not cover drone operations, then the drone operator and/or drone company must provide their own proof of insurance. County General Insurance Policy for Filming:
<https://www.placer.ca.gov/DocumentCenter/View/631/County-Film-Regulations-PDF?bidId=>
 2. Remote Pilot's State Driver's License-must be current.
 3. Remote Pilot's Airman Certificate (FAA). If not current also attach the current successfully completed FAA's Airman Knowledge Test Certificate.
 4. Drone/UAS Registration (FAA).
 5. FAA Waivers or Airspace Authorizations related to the proposed filming operations.
 6. Written description of proposed drone operations.
 7. Map of drone operations area.

SPECIAL PROVISIONS During the permit approval process, department approvers may require Special Provisions based on the proposed production activities. These generally address safety concerns. We suggest if such production activities are planned to inform the Film Office prior to completion of the application to expedite feedback so productions can plan early and budget accordingly.

BRIDGE FILMING REGULATIONS

- **Use of County Bridges is on a case-by-case basis.**
- **For more details regarding filming on county bridges contact the Film Office.**

CHANGES AFTER FILM PERMIT HAS BEEN ISSUED

- Allowed on a case by case basis.
- In some circumstances such as inclement weather or other unexpected events, changes to production activity under an existing permit may be accommodated by notifying the Film Office and adding the new details to the existing permit. Changes to the existing permit will require additional time for review and approvals.

PERMITTEES RIGHTS AND RESPONSIBILITIES

Permittee is the production company of record to whom the permit is issued.

- Permittee must be in possession of the approved, county film permit at all times during use of location(s).
- Permittee agrees to comply with all requirements of the Placer County film ordinance in County Code Section 5.25.030 and film regulations.
- Permittee agrees to comply with the terms and conditions contained on the county film permit including all general and special provisions, and in any County Attachments or Exhibits pertinent to said permitted activity.
- Permittee agrees to observe all county laws and statutes unless special permission is granted in writing and these exceptions are specified in the county film permit.
- The Permittee hereby agrees to comply with all the rules and regulations of the county facility or institution subject to this permit, if applicable.
- The Permittee 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 shooting at the scene and restored to the original condition before leaving the site.
- The parties hereto agree that the Permittee, its officers, agents and employees, in the performance of this permit shall act as an independent contractor with no affiliation with Placer County and not as officers, employees or agents of the County of Placer.
- Issuance of a Placer County filming permit does not exempt an applicant from meeting any requirement of other regulatory agencies operating in the County of Placer.
- Permittee is fully responsible for obtaining all appropriate permits and permissions, and making all arrangements that impact private property and other non-County properties.

COUNTY RIGHTS AND RESPONSIBILITIES

- The County shall have the right to inspect the premises and activities covered by this permit at all times.
- The County may terminate this permit at any time if the Permittee fails to perform any covenant herein contained at the time and in the manner herein provided.

AN ACKNOWLEDGEMENT TO THE "COUNTY OF PLACER" IN THE CREDITS WOULD BE GREATLY APPRECIATED