



**CITY OF OJAI**  
**FILM & PHOTOGRAPHY PERMIT APPLICATION**  
401 South Ventura Street, Ojai, CA 93023  
Phone: (805) 646-5581 Ext 120    Email : [kristy.rivera@ojai.ca.gov](mailto:kristy.rivera@ojai.ca.gov)

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**1. Project Information:**

☐ **Film**

☐ **Still Photography**

☐ One Day Date \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Multi-day Dates \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Production Title: \_\_\_\_\_

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

☐ public    ☐ private

Contact Person: \_\_\_\_\_ (24-7) Cell Phone: \_\_\_\_\_

**2. Category:**

☐ Student Project - School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

☐ Feature Film

☐ Short Feature Film

☐ Music Video

☐ Advertisement

☐ Television

☐ PSA

☐ Other \_\_\_\_\_

**3. Film/Photography Description:**

Please provide a description of the project (attach additional narrative if necessary):

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**4. Production Company:**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**5. Filming Dates, Hours, Crew, Vehicles:**

Arrival/Set-up Date: \_\_\_\_\_

Time: \_\_\_\_\_

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

Filming Hours: \_\_\_\_\_

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

Filming Hours: \_\_\_\_\_

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

Time : \_\_\_\_\_

# Crew: \_\_\_\_\_ # Talent: \_\_\_\_\_ # Cars: \_\_\_\_\_ # Trucks: \_\_\_\_\_ # Other (catering, trailers, props): \_\_\_\_\_

Explain: \_\_\_\_\_

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#### 6. Filming Activity:

Indicate all that apply: *(Items marked with \* require a supplemental permit)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> - Exterior Dialogue                                   | <input type="checkbox"/> - <b>Animals *</b>               | <input type="checkbox"/> - <b>Pyrotechnics *</b>                    |
| <input type="checkbox"/> - Interior Dialogue                                   | <input type="checkbox"/> - <b>Street Closure *</b>        | <input type="checkbox"/> - <b>Building/Facade* Changes *</b>        |
| <input type="checkbox"/> - Running Shots                                       | <input type="checkbox"/> - <b>Lane Closure *</b>          | <input type="checkbox"/> - <b>Simulated Gunfire or Loud Noise *</b> |
| <input type="checkbox"/> - Drive Up/Away                                       | <input type="checkbox"/> - <b>Cranes *</b>                | <input type="checkbox"/> - <b>Lighting Kites *</b>                  |
| <input type="checkbox"/> - Unusual Costume<br>(Ensure this is explained above) | <input type="checkbox"/> - <b>Lighting Trucks *</b>       | <input type="checkbox"/> - <b>Stunts *</b>                          |
| <input type="checkbox"/> - Drive with Flow of Traffic                          | <input type="checkbox"/> - <b>Multicams *</b>             | <input type="checkbox"/> - <b>Tow Shots *</b>                       |
| <input type="checkbox"/> - Pedestrian Access Control                           | <input type="checkbox"/> - <b>Oversized Equipment *</b>   | <input type="checkbox"/> - <b>Wet Down *</b>                        |
| <input type="checkbox"/> - Equipment on Sidewalk                               | <input type="checkbox"/> - <b>Equipment in Curblane *</b> | <input type="checkbox"/> - <b>Aircraft *</b>                        |

#### 7. Generator Requirements: Will a generator be used during filming at this location? ☐ No ☐ Yes

If yes, a Fire Safety Officer is required to conduct an on-site inspection of the generator(s) and provide oversight as needed.

Location where the generator will be parked/placed: \_\_\_\_\_

Type and size of generator: \_\_\_\_\_

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

#### 8. Intermittent Traffic Control (ITC) Requirements: Will ITC be required at any location? ☐ No ☐ Yes

If traffic control is required, Sheriff services require a minimum of five (10) business days advance notice. A minimum of 24-hours notice of cancellation is also required. Please list dates and times that ITC is required:

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

- Type of ITC:
- |   |   |
|---|---|
| <input type="checkbox"/> Camera in curblane with ITC  | <input type="checkbox"/> Drive up/away with ITC |
| <input type="checkbox"/> Running shots with ITC       | <input type="checkbox"/> Tow shots with ITC     |
| <input type="checkbox"/> Street/lane closure with ITC | <input type="checkbox"/> Drive by's with ITC    |



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#### 9. Reserved Parking Signage:

Will you require reserved parking spaces and necessary signage at any location?

☐ No

☐ Yes – Permittee is responsible for posting all “No Parking-Tow Away” signage no less than 24 hours prior to filming. If signage is required for prep, strike, or production vehicle parking, please include that information. All signage must be regulation 12” by 18” cardboard with red letters on white background. Signage must be placed on either barricades or delineator cones. City ordinances do not permit the posting of signs on trees, signposts, streetlights, etc. the City does not provide signage, barricades, or delineator cones. It is the permittee’s responsibility to remove all signage when no longer in use.

Please list location, dates and times that signage is required: Attach map of requested parking

Location \_\_\_\_\_ Number of Spaces \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Location \_\_\_\_\_ Number of Spaces \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

#### 10. Insurance Requirements:

Permittee shall supply proof of public liability insurance from and insurance company licensed to do business in the state of California and having a financial rating in the Best’s Insurance Guide of not less than AA VII. Such insurance shall provide “occurrence” coverage against liabilities for death, personal injury, or property damage arising out of or in any way connected with the project. Such insurance shall be in the minimum amount of \$1,000,000.00 combined single limit, and shall name the City of Ojai and the city’s officers, employees, agents, and registered volunteers as additional insured under the coverage afforded. Such insurance shall be primary and noncontributing with respect to any other insurance available to the city and shall include a severability of interest (cross-liability) clause. A copy of the policy or certificate of insurance, along with and endorsement page naming the City of Ojai as an additional insured, shall be filed with the City prior to the filming event.

I, \_\_\_\_\_, the below signed, do hereby certify that I have read and understand the terms and attached regulations and procedures of this application. I agree on behalf of this organization to pay any and all fees required by this permit.

INDEMNIFICATION: Applicant covenants and agrees to indemnify and hold harmless the City of Ojai, its officials, officers, and employees from any claim of personal injury, wrongful death, and/or property damage by reason of any act done or permitted to be done by applicant in, upon or about the premises utilized by the applicant, or arising out of or connected with the occupation, use, and enjoyment of said premises by applicant.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



## FIRE PREVENTION FORM 643 FILMING QUESTIONNAIRE

PRODUCTION COMPANY: \_\_\_\_\_  
NAME OF PRODUCTION: \_\_\_\_\_  
LOCATION OF FILMING: \_\_\_\_\_  
DATE(S) OF FILMING: \_\_\_\_\_

Fire Department Film Review Fee: \$304.00

Fire Department Still Photography Review Fee: \$152.00

If any of the following will be present at the production site or base camp area, a Fire Code Permit and a Fire Safety Officer may be required:

Tents 401 to 1,600 square feet: \$190.00

Tents greater than 1,600 square feet: \$342.00

Pyrotechnics (explosives, squibs, open flame): \$266.00

### Additional Activities:

Interior set construction:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Construction of structures:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Operation or landing of aircraft:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Stunts:	<input type="checkbox"/> No	<input type="checkbox"/> Yes

The Fire Safety Officer is on the production company timecard and paid for by the production company. The current rate is \$58.00 an hour with an 8-hour minimum. Time and a half after 8-hours and double time after 12-hours.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions at (805) 947-8535 or by email at [lori.ross@ventura.org](mailto:lori.ross@ventura.org).

Company Representative / Location Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_



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**12. City Department Comments: (Note: This portion for City use only)**

*Please initial, date and post any comments or concerns you may have regarding this project. When finished, please pass along to the next department for approval. Fire, please pass to Recreation Dept.*

**1. Film Permit Officer Review**

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

Comments: \_\_\_\_\_

Certificate of Insurance on File: ☐ No ☐ Yes

Merchant Liaison or Staff Liaison: ☐ No ☐ Yes \_\_\_\_\_ Hours @ \_\_\_\_\_ p/h = \$ \_\_\_\_\_  
(staff other than uniformed officials)

Encroachment Permit Required: ☐ No ☐ Yes

Neighbor Notification required: ☐ No ☐ Yes

**2. Sheriff Review**

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

Comments: \_\_\_\_\_

Uniformed Officer required: ☐ No ☐ Yes

**3. Public Works Review**

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

Comments: \_\_\_\_\_

Ojai Encroachment Required ☐ No ☐ Yes CalTrans Encroachment Required ☐ No ☐ Yes

**4. Fire Review**

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

Comments: \_\_\_\_\_

Uniformed Officer required: ☐ No ☐ Yes

**5. Fees**

Application Fee \$225.00 \$ \_\_\_\_\_

Filming \$275/Photography \$150 Fee Per Day \$ \_\_\_\_\_ x # of days \_\_\_\_\_ = \$ \_\_\_\_\_

Parking Reserved \$5.00 x # of spaces \_\_\_\_\_ x # of days \_\_\_\_\_ = \$ \_\_\_\_\_

Other if noted above: Sheriff, fire, other: \_\_\_\_\_ \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

**6. FINAL APPROVAL:** \_\_\_\_\_ Date: \_\_\_\_\_

Ojai Film Permit Officer