



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
401 South Ventura Street, Ojai, CA 93023
Phone: (805) 646-5581 Fax: (805) 653-2237

COVID-19 Guidelines

The City of Ojai has resumed accepting film permit applications. To ensure the safety of production crews and the Ojai Community, the City has updated its permitting process in response to COVID-19. The following information provides an overview on the changes to expect.

Film crews/productions:

1. Must have a designated COVID-19 Compliance Officer on site.
2. Must follow the prevention protocols identified in the appropriate industry guidance:
 - a. Alliance of Motion Picture and Television Producers:
<https://pmcdeadline2.files.wordpress.com/2020/06/iwlm-sc-task-force-whitepaper-6-1-20.pdf>
 - b. Association of Independent Commercial Producers (AICP):
<https://www.aicp.com/business-resources/business-affairs-information/aicp-guidelines/covid-19-workplace-guidelines/production-specific-considerations>
3. Must post the COVID-19 Hotline Flyer. A copy of the flyer may be found by
https://vcportal.ventura.org/covid19/docs/COVID-19_Hotline_Flyer.pdf
4. No live audiences are allowed.

Please Note: Applications now contain an Attestation Statement that must be signed by the permittee. By signing this statement, the permittee acknowledges and accepts responsibility for compliance with all Ventura County protocols and industry guidelines. Upon issuing your film permit, the City of Ojai may have a staff member to conduct a site visit.



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
 401 South Ventura Street, Ojai, CA 93023
 Phone: (805) 646-5581 Fax: (805) 653-2237

1. Project Information:

Film

Still Photography

One Day Date ____/____/20____

Multi-day Dates ____/____/20____ - ____/____/20____

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):

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: _____



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
 401 South Ventura Street, Ojai, CA 93023
 Phone: (805) 646-5581 Fax: (805) 653-2237

6. Filming Activity:

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

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

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: Camera in curblane with ITC Drive up/away with ITC

Running shots with ITC Tow shots with ITC

Street/lane closure with ITC Drive by's with ITC



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
401 South Ventura Street, Ojai, CA 93023
Phone: (805) 646-5581 Fax: (805) 653-2237

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



QUESTIONNAIRE FOR FILMING

PRODUCTION COMPANY: _____
NAME OF PRODUCTION: _____

LOCATION OF FILMING: _____
DATE/S OF FILMING: _____

Fire Department Film Review Fee for Filming: \$228.00
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 1600 sq. ft.	\$190.00
Tents greater than 1600 sq ft	\$342.00
Pyrotechnics (explosives, squibs, open flame)	\$266.00

Additional activities:

Interior Set Construction	No	Yes
Construction of structures	No	Yes
Operation or landing of aircraft or helicopters	No	Yes
Stunts	No	Yes

The Fire Safety Officer is on production company time card and paid by the production company.

Current rate is \$58.00 an hour with an 8-hour min. Time and a half after 8 hrs and double time after 12 hrs.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions
805-947-8535 / Lori.ross@ventura.org

Company Representative / Location Contact Name: _____

Contact Number: _____



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
 401 South Ventura Street, Ojai, CA 93023
 Phone: (805) 646-5581 Fax: (805) 653-2237

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

+15.

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



CITY OF OJAI
FILM & PHOTOGRAPHY PERMIT APPLICATION
401 South Ventura Street, Ojai, CA 93023
Phone: (805) 646-5581 Fax: (805) 653-2237

This statement attests to compliance with the County of Ventura Public Health Officer requirements and with the State of California Guidance for Music, Film, and Television production. By completing and signing this document the applicant attests to the statements contained herein and accepts responsibility and liability associated with the actions and statements below.

Instructions: Please read the following statements, check the yes box indicating you understand the provision and will comply, sign and date where requested, and upload to your film permit applicant in the Citizen's Access portal.

1.	I will have a designated COVID-19 Compliance Officer on set.	Yes <input type="checkbox"/>
2.	I will follow the prevention protocols identified in the appropriate industry guidance: <ul style="list-style-type: none">• Alliance of Motion Picture and Television Producers: https://pmcdeadline2.files.wordpress.com/2020/06/iwlm-sc-task-force-white-paper-6-1-20.pdf• Association of Independent Commercial Producers (AICP): https://www.aicp.com/business-resources/business-affairs-information/aicp-guidlines/covid-19-workplace-guidelines/production-specific-considerations	Yes <input type="checkbox"/>
3.	I will post the COVID-19 Hotline Flyer (COVID-19 Hotline flyer)	Yes <input type="checkbox"/>
4.	I will not have live audiences.	Yes <input type="checkbox"/>
Print First Name:		
Print Last Name:		
Signature		Date