



City of Auburn

1225 Lincoln Way
Auburn, CA 95603
(530) 823-4211

PHOTOGRAPHY / FILMING PERMIT

Date: _____ Permit # _____

Company: _____ Project Title: _____

Address: _____ Production Type: _____

_____ Location Manager: _____

_____ Production Manager: _____

Phone: _____ Other Contact: _____

DATE	TIME	LOCATION & ACTIVIITY
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Total Personnel: _____ Total Vehicles/Equip: _____

Generator: _____ Cars: _____ Trucks: _____ Motorhomes: _____ Others: _____

Pyrotechnics: _____ Special Effects Permit # _____

Pyrotechnician: _____ License # _____

Police Required: _____ Fire Required: _____ Other Required: _____

Approvals: Police _____ Fire _____ Other Required _____

Other Provisions: _____ Attachments: _____

This permit must be canceled 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 the attached Model Filming Permit Process description.

The Model Filming Permit Process

1. The City must designate one individual to work directly with the film industry. An alternate designee must also be named, in case the designee is unavailable to process the permit.
2. The designee shall work cooperatively and responsively with the industry.
3. Permit application information is to be given by the production company to the City by telephone, unless the company representative prefers to file the application in person.
4. The designee shall expedite the permit process by coordinating all the City department reviews and approvals.
5. The permit shall be issued with the following maximum time requirements:
 - 2 working days for approval and issuance of a "normal" permit;
 - 4 working days for traffic control which exceeds 3 minutes, stunts or special effects;
 - 10 working days for road closures. The applicant shall apply for street closures for outdoor filming.
6. Unlimited permit "riders" (a written attachment to the permit that accommodates minor changes) shall be used. However, a permit cannot be extended or amended by rider after the completion of the filming activity.
7. If other non-city agencies have jurisdiction, the designee shall notify such overlapping jurisdictions and shall inform the Permittee in writing on the permit.
8. Permit fees or permit application fees shall not exceed the actual cost of issuing the permit. The applicant shall deposit \$2,000 per day for every day of filming. Actual costs will be credited against the deposit. This item is negotiable.
9. Business license fees shall not be collected when City location use fees are being charged.
10. Each City shall use the standardized permit application form attached.
11. Provide a certificate of insurance in a minimum amount of \$1,000,000 naming the City of Auburn as a co-insured. Endorsement page shall be provided included.
12. The designee shall establish a cancellation fee which is a portion of the permit cost, and which may be applied if the production company cancels the permit after 3:00 p.m. the last working day before the scheduled shoot.
13. Each City shall require the production company to have a copy of the permit on-site at all times.