



FILM PERMIT APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. The following information is required for a complete application. Please contact the Planning Division to schedule a meeting to review this checklist to address any questions and to confirm specific requirements. Once complete, submit your digital application package with plans to the Virtual Permit Center at: <https://aca.accela.com/CONCORD>.

- 1. APPLICATION FORM.** Provide the name, address, email, and telephone number of the applicant or duly authorized representative, and, if available, the director, first assistant director, unit production manager, or location manager. The application form shall also include the name, email, telephone number, address of the individual or production company to whom the permit is to be issued.
- 2. FILING FEES.** Provide the fee for an Administrative Permit, and if required by the City, fees to cover notification of owners and residents of surrounding properties. Batched applications which include more than one location must include the applicable fee for each location in the batch. (See Fees and Charges Resolution for current year).
- 3. WRITTEN STATEMENT.** Provide a written statement including the following: 1) the type of the production or project; 2) the date(s), time(s), and location(s) (including preparation and striking days¹); 3) a brief description of the proposed filming activity, including any other activity which would affect the use of public facilities in the area; 4) an estimate of the number of individuals in cast and crew; 5) an estimate of the types and number of vehicles; 6) if the applicant intends to use either wild animals, chemicals, explosives, or fire, or intends to engage in any other hazardous activity; 7) any proposed closure of public or private streets and facilities (e.g., parking lots, open space and park areas) including the dates and duration of the closure.
- 4. INSURANCE.** A copy of the Certificate of Insurance covering property damage and personal liability. The minimum coverage for liability insurance is \$1,000,000 per occurrence. The type of insurance will be based on the nature of the filming operation. (See below for Insurance Requirements).

PLAN SUBMITTAL REQUIREMENTS. All applications and plan submittal packages shall be submitted digitally to the VIRTUAL PERMIT CENTER link above, as described below.

Plans shall be fully dimensioned and are encouraged to be drawn at a consistent scale throughout all plans and formatted for printing to 11" x 17" size.

¹ A striking day means a day where no filming or photography occurs but where fifteen (15) or fewer people are engaged in the removal of equipment at the end of filming activities, set removal, repainting, re-landscaping, and unrigging from stunts/special effects.

The following plans comprise a development plan set:

- 5. SITE PLAN.** Plan and/or aerial map that includes the following:
 - a. Identification of filming area(s), adjacent street names, parking areas, and drive aisles.
 - b. The location and use of all existing and proposed structures and improvements, equipment, and conditions related to the proposed film. If relevant to the site, include without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features.
 - c. Location of all furniture, fencing or other barriers defining the area.
 - d. For nighttime filming, show location and type of existing and/or proposed exterior lighting, both fixed to the building and installed on site, including any freestanding lighting, and lights for circulation, security, landscaping, building accents, or other purpose.
 - e. An acoustic analysis prepared and certified by a licensed engineer for the proposed filming activity and all associated equipment including all amplification devices including loudspeakers, megaphones, and power generators demonstrating compliance with the City's noise regulations. The acoustic analysis must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, the applicant may submit evidence from the equipment manufacturer(s) that the ambient noise emitted from all proposed equipment will not, both individually and cumulatively, exceed the applicable noise standards.

 - 6. PHOTOS.** Several photos of the proposed filming area.

 - 7. ADDITIONAL INFORMATION.** Any additional information deemed pertinent to the application may be required.
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INSURANCE REQUIREMENTS – FILM PERMITS

Permittee shall procure and maintain for the duration of the permit period insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the permit and the activities of the Permittee, his guests, agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the use includes athletic activities, Permittee shall provide evidence of that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance.

If the Permittee maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the permit, work or operations performed by or on behalf of the Permittee including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Permittee’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this permit, the Permittee’s insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Permittee’s insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

Permittee may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true

“following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and, which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until Permittee’s primary and excess liability policies are exhausted.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

Waiver of Subrogation

Permittee hereby grants to City a waiver of any right to subrogation, which any insurer of said Permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in California with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Permittee shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before permitted activities begin. All certificates and endorsements are to be received and approved by the City at least five days before Permittee commences activities.

Special Risks or Circumstances

Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.