



MENDOCINO COUNTY  
PLANNING AND BUILDING SERVICES

860 N. Bush Street  
UKIAH, CALIFORNIA 95482-3738  
(707) 234-6650  
Fax: (707) 463-5709

Attached is a "MOTION PICTURE/PHOTOGRAPHY PERMIT" application for the County of Mendocino.

The processing fee required is \$150.00 for each permit. A separate permit is required for each film, commercial, photo shoot, etc.

Unless greater coverage is requested by the County at the time of permit processing, the applicant shall furnish to the County certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence; and
- b. Combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

These certificates shall provide coverage for the entire period of the permit, provide that the policy shall not be canceled without thirty (30) days prior written notice to the County, and name the County of Mendocino, its officers, agents, employees, and servants as certificate holder and additional insured.

Submit the complete application package to the County of Mendocino Department of Planning and Building Services, at the address above. At a minimum, this package should include a completed "MOTION PICTURE/PHOTOGRAPHY PERMIT" application, (initialed and signed where required) proof of insurance as specified in the preceding, and a check or money order, made payable to the County of Mendocino. **Please note that no permit will be issued without a complete, signed application, proof of adequate insurance as specified, and payment in full.**

Once the permit application has been approved, a fully executed permit will be mailed to the address appearing on the top of the "MOTION PICTURE/PHOTOGRAPHY PERMIT" application.

NOTE: If you would like to receive a copy of the executed permit at an address other than the address appearing on the application, or would prefer to have a copy emailed to you, that information must be provided.

If you have any questions, please call (707) 234-6650.



# MENDOCINO COUNTY MOTION PICTURE/PHOTOGRAPHY PERMIT

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

Company: \_\_\_\_\_

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

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

Unit Manager: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Director: \_\_\_\_\_

Local Representative: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Movie  TV Series  Commercial  Video

Other: \_\_\_\_\_

Number of:					
Cast & Crew		Automobiles		Trucks	
Animals		Special Equipment		Generators	
Other:					

If a staging area is necessary, please identify its location: \_\_\_\_\_

Describe filming activity: \_\_\_\_\_

Will filming activities require road closures? Yes  No  (If yes, please refer to page 2, condition 2)

Describe, in detail, any proposed use of animals, explosives, firearms, heavy equipment, dangerous materials/chemicals, or wetting of highways: \_\_\_\_\_

Describe filming location(s). Be specific. Provide mile post markers (when available) and cross streets.

Date(s):	Time(s):	Location(s):	Film	Const.	Strike
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check boxes below for applicable Federal, State, or County Agency service(s) needed. Permittee hereby agrees to reimburse County for actual cost of services provided. Separate arrangements for reimbursement must be made with any agencies other than County.

Sheriff	<input type="checkbox"/>	Parks & Beaches	<input type="checkbox"/>	Public Health	<input type="checkbox"/>	Airports	<input type="checkbox"/>	General Services	<input type="checkbox"/>
CHP	<input type="checkbox"/>	Fish & Game	<input type="checkbox"/>	Coast Guard	<input type="checkbox"/>	CalFire	<input type="checkbox"/>	Local Fire	<input type="checkbox"/>
Other:									

- Encroachment Permit** has been obtained from the Department of Transportation (required whenever any construction is planned within the public lands or public road reservations that will result in a permanent alteration of existing facilities).
- Transportation Permit** has been obtained from the Department of Transportation (required when vehicular equipment used by Permittee will exceed allowable dimensions and weight limits as specified by State law and County ordinance).
- Limited Encroachment Permit** is necessary due to planned temporary construction, road blockages (including sidewalks), sign posting, and/or parking on or within public land or public roads, excluding State highways.

**UNLESS PROVIDED HEREIN, MENDOCINO COUNTY VEHICLES, UNIFORMS, INSIGNIA AND EQUIPMENT SHALL NOT BE USED BY PERMITTEE.**

The following conditions are made a part of this permit and are agreed to by the Permittee. Any failure to comply with those conditions makes this permit null and void.

1. Permittee agrees to comply with all applicable Federal, State and local laws, regulations and ordinances and to maintain the public property used in good condition and to return any County public property used in the same condition as the property was before use of the same was permitted hereunder, damage by the elements or acts of God excepted.
2. When filming within a public road reservation, Permittee shall minimize interference with public traffic (vehicular and pedestrian). Traffic flow permitting, Permittee may close the requested public roads or sidewalks for a period not to exceed five (5) minutes. A minimum interval of two (2) minutes shall be provided between successive closures. When requested by County, Permittee must post Mendocino County streets for parking or shooting 24 hours prior to call time.
3. Permittee waives all claims against County, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with actions, caused by Permittee. Permittee agrees to same harmless, indemnify, and defend County, its officers, agents and employees, from any kind and all loss, damage or liability which may be suffered or incurred by County, its officers, agents and employees caused by Permittee in the exercise of the rights hereby permitted.
4. County shall have the privilege of inspecting the premises covered by this permit at any or all times. Such inspections should not interfere with the filming. If Permittee fails to conform to the conditions of this Permit, County reserves the right to cancel this Permit upon presentation of evidence of due cause. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.
5. Unless greater coverage is requested by County, Permittee agrees to furnish to the County evidence of auto and comprehensive general liability insurance, in form of certificate, covering the entire period of this permit with limits of not less than \$1,000,000 combined single limit of insurance equivalent, naming the County of Mendocino, its officers, agents, employees, and servants as additional insured, and providing that the policy shall not be canceled without thirty (30) days prior written notice to County.
6. Permittee further agrees to provide legal evidence in the form of an insurance certificate or equivalent, that it has in effect for entire period of permit, broad form third party property damage insurance of at least \$1,000,000, covering property that may be damage by action of the Permittee during permit period with the County as a named additional insured.
7. It is agreed that County shall not be liable for the payment of any premiums or assessments on any insurance required in this agreement. In the event Permittee fails to keep in effect insurance coverage as required by this agreement, County may terminate this permit upon the occurrence of such event.

- 8. Permittee shall ensure that adequate members of the appropriate law enforcement agency are on scene for traffic and crowd control whenever vehicular or pedestrian traffic may be affected. Permittee shall provide necessary signs to warn traffic as deemed necessary by that agency.
- 9. Permittee agrees that production vehicles and/or personnel will not be permitted on private property unless permission is obtained from all applicable property owners.
- 10. No littering is permitted. The area must be cleaned up completely when leaving the location.

**I have read and agree to the above-mentioned conditions.**

\_\_\_\_\_ Date  
Company Representative

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This Permit Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Mendocino and \_\_\_\_\_, herein referred to as Permittee.

\_\_\_\_\_ Date  
Company Representative

\_\_\_\_\_ Date  
Chief Executive Officer, or Designee

**WHEN SIGNED BY CHIEF EXECUTIVE OFFICER OR DESIGNEE, THIS DOCUMENT SERVES AS A LIMITED ENCROACHMENT PERMIT.**

- Permittee must post Mendocino County streets for parking or shooting 24 hours prior to call time.
- The following exceptions may apply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date  
Chief Executive Officer, or Designee