

Film Permit Terms and Conditions

To make it easier for filmmakers and photographers to work in Sonoma County, the County and various cities have agreed on a uniform film permit application form. Although there is a standard application form, each jurisdiction has its own conditions and rules, which are summarized in this document. All individual City or County ordinances pertaining to filming are to be followed at all times while filming. The relevant City/County ordinances are:

County Roads	Special Event Ordinance #3647
Healdsburg	Special Events Ordinance #819 Section 16
Petaluma	City of Petaluma Ordinance No. 1617
Santa Rosa	City Council Policy 000-18
Sebastopol	City of Sebastopol Ordinance 943
Sonoma	City of Sonoma Ordinance No. 1997-10

1. Definitions

- A. Film Permit - shall mean written authorization from the City Manager or City/County designated staff to conduct the filming activity described in the permit.
- B. City Manager - shall mean the City Manager of the city in which filming is to occur.
- C. Filming - shall mean all activities attendant to staging or shooting motion pictures, television shows or programs, commercial photographs, video tapes, computer-based programs, or other visual reproduction technology now known or hereafter created.

2. General Guidelines

Prior notice, ranging from seven to thirty days, depending on jurisdiction, is required to obtain a permit to film. Special exemptions may be given at the discretion of the City Manager or County designated staff for filming or photographic shoots that have little or no impact on public safety, health or private property. In all cases, permittees must agree to indemnify, defend and hold harmless the City, its agents, employees and contractors from any liability and expenses arising from filming activity. In most cities a refundable cash deposit is required and insurance is required to be in effect during the entire duration of filming. In addition to a completed application, a description of scenes to be filmed, a detailed parking plan and permission forms from private property and business owners affected by the filming are required. Some cities require additional forms, which are included in their application packet.

3. Application Deadlines

Submission of application to conduct filming ranges from seven to thirty days. The specific deadlines, as pursuant of individual City Ordinances are as follows:

County Roads	One to three days
Healdsburg	Thirty days
Petaluma	Between seven and thirty days (Not Explicit on Application)
Santa Rosa	No earlier than 18 months or later than 15 days
Sebastopol	Seven day to fifteen days prior to filming (Not Explicit)
Sonoma	Fourteen days

4. Completed Submissions for Filming Permit

Completed applications must include the General Application, Description of Filmed Scenes, Security Plan, Parking Plan, Permissions from affected private property owners and businesses, and any additional forms required by individual cities or County Roads as noted in the application.

5. Application Fee

Fee schedules are as follows:

County Roads	Non-refundable \$140 first day / \$71 each additional day
Healdsburg	Non-refundable \$300
Petaluma	Non-refundable \$300; Downtown Association has \$500 fee
Santa Rosa	No initial fees for application
Sebastopol	Non-refundable \$500 for major motion picture, \$300 motion, \$100 still
Sonoma	Non-refundable \$300

6. Approval Period and Requirements

City approval periods and processes are as follows (Appeal process, if explicit, is listed): Cities will require specific approval percentages from affected businesses and residents. Affected entities are considered those within a two-block radius around filming activity. Specific requirements for each City/County are as follows:

County Roads	Two to Five days; notification of business and property owners required.
Healdsburg	Application shall be approved or denied within thirty (30) business days of receipt of completed application and filing fee
Petaluma	Not explicitly listed
Santa Rosa	After submission of application, City official will contact permittee to continue permitting process
Sebastopol	Approval period three to ten days; appeals must be filed within five days of permit denials. A non-refundable \$150 appeal fee is required. Written approval by at least two-thirds of affected merchants or residents. If in downtown, consent from Downtown Association
Sonoma	Application shall be approved or denied within two (2) business days of receipt of completed application and filing fee. Appeals must be filed within five days of permit denials and will be heard by City Council at its next regular meeting

7. Deposits

City/County deposit requirements are as follows:

Healdsburg	Not explicitly listed
Petaluma	Deposit to be determined during application process
Santa Rosa	Deposit to be determined during application process
Sebastopol	Refundable \$10,000; may be modified by City Manager
Sonoma	Refundable \$10,000 cash deposit to be returned within thirty days after filming has concluded
County Roads	Required depending on what the Production Company is requesting.

8. Insurance Requirements for Cities and County Roads

- A. Permittee shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company licensed to do business in California. The policy shall name the City/County, its officers, employees and agents as co-insured. Cities of Santa Rosa and Healdsburg both offer insurance coverage for filming and can be contacted for more details.
- B. A copy of the policy or a certificate of insurance along with all necessary endorsements must be filed with the City/County in advance of the issuance of the permit
- C. The following are the specific conditions required:

County Roads Applicants shall obtain insurance acceptable to the County of Sonoma from a company or companies acceptable to the County. The requirement documentation of such insurance shall be furnished to the County at the time Applicant submits a completed application for permit. Required documentation consists of: (1) Certificate(s) of liability insurance showing the limits of insurance as required hereinafter; and (2) Dated and signed copies of the specified endorsements for each policy. Applicants shall take out and maintain at all times during the life of the permit personal injury and property damage insurance for all activities of Applicant arising out of or in connection with this permit, written on a Comprehensive General Liability form including, but not limited to, Applicant's activity, contractual coverage, contractor's protective (if applicable), and auto in an amount no less than \$1,000,000 Combined Single Limit Personal Injury and Property Damage for each occurrence.

The dated and signed policy endorsements to be submitted by Applicant shall contain the following specific language:

1. The County of Sonoma, its officers, and employees named as additional insured for all liability arising out of the operations which are subject of this permit.
2. The insurance provided herein is primary coverage to the County of Sonoma with respect to any insurance or self-insurance programs maintained by the County.
3. Coverage provided by this policy shall not be reduced or cancelled without thirty (30) days written notice [ten (10) days for non-payment of premium] given to:

Sonoma County
Permit & Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA 95403

The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the County's liability.

Healdsburg	Coverage shall be provided by a Comprehensive General Liability Insurance Policy in the amount prescribed by City Council resolution
Petaluma	Coverage shall be provided by a Comprehensive General Liability Insurance Policy as specified in the Petaluma Municipal Code, Chapter 13.40.120, and related City Council resolution(s). A summary sheet is attached in Petaluma's application packet
Santa Rosa	Insurance liability must cover a \$1,000,000 minimum per occurrence. Additional requirements will be specified during permitting process.
Sebastopol	Insurance requirements are specified by Sebastopol Ordinance. (Requirements listed in attachments to application)
Sonoma	Coverage shall be provided by a Comprehensive General Liability Insurance Policy in the amount prescribed by City Council resolution. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Service Office (ISO) Comprehensive General Liability Insurance coverage. Applicant must obtain liability insurance in the amount of \$1,000,000 naming City of Sonoma, its officers, employees and agents as co-insured. Proof of such coverage must be received by the City three days prior to the start of filming, and must be maintained for the duration of the activity.

9. Restricted Days and Hours

City restrictions are as follows (additional restrictions or special exemptions may be granted at the discretion of City Managers.):

Healdsburg	City Manager will impose reasonable restrictions on days and hours to be determined
Petaluma	No filming activity shall occur between the hours of 7pm and 7am unless specifically authorized by the permit. Filming in downtown subject to additional restrictions.
Santa Rosa	Residential areas are restricted for filming between 10pm and 7am. Commercial areas are restricted between 8am and 10am and 3:30pm and 6pm. Industrial areas are available 24 hours a day.
Sebastopol	Filming not allowed between 8pm and 7am in residential zones or within 150 feet of a residential dwelling unless permission is otherwise specifically authorized in permit.
Sonoma	Filming shall not last for more than three consecutive days in one location without consent of City Council. Filming is not allowed on Fridays, holidays, during scheduled downtown Plaza events, and the period between the day before Thanksgiving to January 2 nd .

10. Parking Plan – Section 2 General Application

A Parking Plan is required in the application process. The Plan is to identify vehicles used during and for filming, their locations and any scheduled street or county road closures and how traffic will be re-routed. Production vehicles which are noted in Parking Plan must be visibly identified with name of film company in windshield of each vehicle. Except as noted and approved in Parking Plan, production vehicle parking shall be limited to one side of the street. At no time shall production vehicles be illegally parked.

Regulations concerning the duration of traffic stoppage are as follows:

County Roads	If filming is taking place on County Roads, applicant will need to state in the Parking Plan whether or not it will inform participants of their road use responsibilities described in the California Vehicle Code with respect to pedestrian/vehicle right of way along the event route.
Healdsburg	No specific restrictions
Petaluma	No vehicle or pedestrian traffic shall be stopped for more than three (3) minutes during filming activity unless approved in permit
Santa Rosa	No specific restrictions
Sebastopol	No vehicle or pedestrian traffic shall be stopped for more than three (3) minutes during filming activity unless approved in permit
Sonoma	No vehicle or pedestrian traffic shall be stopped for more than three (3) minutes during filming activity unless approved in permit

11. Compensation to Affected Businesses

Compensation to directly affected businesses may be required. Specific City regulations are as follows:

County Roads	Not required
Healdsburg	Compensation may be required for affected businesses. Amounts to be determined when obtaining permission to film in or around affected businesses
Petaluma	Petaluma Downtown Association has guidelines for compensation

Santa Rosa	Not required
Sebastopol	Not required by ordinance; any amounts to be determined when obtaining permission to film in or around affected businesses
Sonoma	Requires a statement from the City Manager's designated film liaison for any filming activity in or adjacent to any city Commercial or Mixed Use zone identifying any businesses affected and the means of compensation for any inconvenience or potential loss or revenue.

12. Permission to Film on Private Property – Section 3 General Application

Permittees must obtain separate permission from businesses and/or residences to use private property and must submit evidence that permission(s) has been obtained along with the application packet. Congregating on private property is subject to notification of owners and approval by the owners or managers of the properties involved. A template for the permission form is included in Section 3 of the General Application. Note that compensation is required in certain instances for businesses.

13. Publicity Plan – Required for City of Sonoma

The City of Sonoma requires permittees to publish a notice of filing a Publicity Plan in Sonoma-Index Tribune at least 48 hours prior to filming, stating when and where notices of filming will be published and mailed to affected businesses and residents.

14. Postings

- A. Copy of approved filming permit is to be posted at filming site and be retained on site by individual in charge of filming.
- B. Parking Plan is to be posted in affected areas
- C. Any “NO PARKING” signs designated in the approved Parking Plan are to be posted at least twenty-four (24) hours prior to call time. Postings are to be verified by City officials
- D. Residential notification of filming activity must be posted seventy-two (72) hours prior to filming. Notice must include filming dates, times and contact names. City Manager’s Office must be notified after these notifications have been disseminated.

15. City Property, Use of Personnel and/or Vehicles

- A. Property fees vary by City. Healdsburg’s Facilities, Streets and Plaza are leased out at a fee of \$1,000 per/day. The City of Sonoma has a rate schedule for various City sites. Contact respective City Manger’s Office for particular details and updated fees
- B. The presence of City employees may be deemed necessary by the City Manager’s Office during permit review process; all expenses will be paid by filming company.
- C. City vehicles such as safety and non-safety vehicles can be leased for various rates (except Petaluma). Contact respective City Manager’s Office for particular details and update fees.

16. Clean and Restore Condition

All City/County Property and streets shall be cleaned and restored to the same condition or better as they existed prior to filming activity. Applicant must agree to reimburse the City/County for any costs incurred to repair or replace City/County property damaged as a result of filming activity.

17. Payment of Outstanding Fees

The permittee shall pay to the City/County within fifteen (15) days after receipt of invoices the costs incurred by the City/County for services rendered in connection with filming activities authorized by filming permit, which are in excess of any fee deposits already paid to the City/County.

18. Indemnification / Hold Harmless

Permittee agrees to indemnify, defend and hold harmless the City/County where filming occurs, the City/County's officers, agents, employees, from all actions, suits, claims, damages, losses and liability of any kind whatsoever, including attorney's fees for any injury to, or death of, persons, or damage to property, including City/County property, which arise in any connection with the filming activity for which this film permit is issued, which are caused by, in whole or in part, the Permittee, its officers, employees, agents, or any person(s) acting with the knowledge or consent, express or implied, of the Permittee, regardless of whether any act, omission, or negligence active, passive, or concurrent of the City/County or its officers or employees contributed thereto.

The permittee also agrees to reimburse the City/County where filming occurs for all costs incurred by the City/County to repair or replace City/County property damaged in connection with the filming activity which are caused, in whole or in part, by the permittee, its officers, employees, agents, or any person(s) acting with the knowledge or consent, expressed or implied, of the permittee.

19. Penalty for Permit Violations

In the event that an authorized representative of the permit issuing City/County finds that the activities being conducted by the permittee unnecessarily endanger the health and safety of any person, will cause damage to real property, or are in violation of terms of filming, said representative, at their discretion, may suspend or cancel this Permit. Appeals are made to the issuing City's Council or County of Sonoma.

20. Special Effects

The use of special effects or any other disruptive activities need to be listed and detailed in Section 1 of the General Application. Certain activities require special permission from the City Manager's Office or PRMD Sonoma County. Specific details are as follows:

County Roads	The use of gunfire and or explosive devices will be reviewed and restricted in regards to the time of day and time of year.
Healdsburg	The use of incendiaries, pyrotechnics, and hazardous materials must require authorization from the Fire Chief.
Petaluma	No bullhorns, sirens, gunfire, PA system address, or similar noise without authorization from City Manager's Office
Santa Rosa	Filming not to interfere with normal activities of the neighborhood, shall not interfere with street cleaning or refuse collection, and shall not deprive public egress or ingress to private or public property.
Sebastopol	No bullhorns, sirens, gunfire, explosions without authorization from City Manager's Office
Sonoma	No gunfire, explosions, and other noise-creating or hazardous devices to be used without authorization from City Manager's Office

This document summarizes the film permit application process and the terms and conditions required by jurisdictions in Sonoma County. Although we believe the information is accurate, you should contact each jurisdiction for complete and current permit requirements.