

# APPLICATION REQUIREMENTS FOR FILM ENCROACHMENT PERMITS

## 1. APPLICATION SUBMITTAL

- a. Complete the Film Encroachment Permit Application Form. The application must be received no less than five (5) business days prior to filming. (All fields are required)
  - **Location:** Enter the specific streets affected and nearest intersections, date(s) of filming, and filming hours within the right-of-way. (This includes any preparations, strike or any other activities within the right-of-way)
  - **Description:** Give details of the work to be done. (Filming: car to car, tow shots, ITC, wet downs, equipment used...)
  - **Responsible Person on Location:** Name and phone number
  - **Base Camp Location:** Address or landmark outside the road right-of-way
  - **Filming Multiple Locations at same time:** Circle yes or no
  - **Permittee:** Enter film company name, address, phone number and email
  - **Agent:** Enter agent/permit company name, address, phone number and email
  - **Signature:** Sign the permit application

A PDF version of the permit application form can be obtained from our website at <http://pwatest.ventura.org/general/apply-for-permits>

Note: This does not guarantee that the road will be available. Film clearances depend on Road Maintenance approvals. This does not impact your requirement to contact the Film Coordinator, County of Ventura RMA at 805-654-2406 for the required filming questionnaire.

- b. Email or fax application to the Transportation Department, email to [Trans.Permits@ventura.org](mailto:Trans.Permits@ventura.org) or fax to (805) 654-5169.
- c. Please provide a copy of the Certificate of Liability Insurance with the County of Ventura, Public Works Agency, Transportation Department as the certificate holder.

## 2. FEES

- a. Upon receipt of a completed application the Film Encroachment Permit staff will calculate the fees due for the permit and email to the agent or permittee.
- b. The fees **MUST BE RECEIVED 2 BUSINESS DAYS PRIOR TO START OF FILMING**.
  - Make the check payable to County of Ventura and send next-day delivery to 800 S. Victoria Avenue, Ventura, CA 93009-1600, Attn: Transportation Department-Encroachment Section.
  - There is a minimum charge of four (4) hours per film day, two (2) hours of film inspection and two (2) hours of travel/mileage.

## 3. CANCELLATION AND REVISIONS

- a. If filming is canceled or revised a cancellation fee or revision fee will be charged. All cancellation and revisions must be made 24 hours prior to start of filming.
- b. If a film is rescheduled the day of filming there will be a minimum of four (4) hours charged for that film day.

Note: A Full Road Closure requires special procedure: See Full Road Closure Policy