

CITY OF DUBLIN

Public Works  
Department



100 Civic Plaza  
Dublin, CA 94568  
Phone: (925) 833-6630  
Website: www.dublin.ca.gov

Permit Number

VALID FROM [ ] TO [ ]

Submit Application to: PWPPermits@dublin.ca.gov

Film / Photography Permit Application

This request is for the issuance of a permit for the right to film still or motion picture on public property within the City of Dublin, California. Activities on private property MAY be subject to other types of approval.

Name of Production Company: Phone No.:
Title of Production: Fax No.:
E-mail Address:

Address: Name of Location Manager:
Phone No. (24/7):

Type of Production:
Feature Film T.V. Series/Movie T.V. Commercial Other
Video Still/Photography Documentary

Location(s) of Work (Detailed): Est. Start Date: Est. End Date:

ON A SEPARATE SHEET OF PAPER, PLEASE PROVIDE THE FOLLOWING INFORMATION:
DATE AND TIME OF ACTIVITIES, LOCATION(S), AND DESCRIPTION OF THE PROJECT, INCLUDING ANY PROPOSED STREET CLOSURES OR OTHER IMPACT ON THE CITY'S PROPERTY.

Total Days: Total Personnel: Total Vehicles & Equipment:
Generator Cars Trucks Motor Homes Other
Pyrotechnics Pyrotechnician License No.:
Police Required Fire Dept Required Other Required
Other Provisions:

Insurance Company: Policy No.: Expiration Date:

Provide insurance certificate. Work in the public right of way requires additional insured endorsement for the City of Dublin.

I have read, understand, and agree to comply with the Encroachments Ordinance (Chapter 7.04) and permit rules and regulations, as well as those stated on the reverse side of this permit application. I further agree to comply with the applicable state laws, rules of any governmental agency involved, City ordinances, special requirements, any standard details attached to this permit, including any approved plans and specifications. No changes of any nature in the work to be performed thereunder shall be made unless such change shall have first been approved in writing by the Director of Public Works and an amendment to this permit executed.

Signature of Applicant: Date:
Signature of Production Company Representative (if different from Applicant): Date:

Fee/Deposit: APPROVED BY (INITIAL AND DATE):
FCN: Police
Bond Amount: Fire
Bond No. Planning
Public Works

Rec'd Stamp

## FILMING GUIDELINES

1. Permittee shall comply with all applicable conditions of the City's standard encroachment permit, including, but not limited to, requirements for traffic control, compliance with all Federal, State, and Local regulations, restoration of facilities, and notification of utilities and agencies affected.
2. The City of Dublin's Film Permit grants permission to film only on the real property or streets owned, leased, and/or controlled by the City of Dublin. Activities conducted on private property require permission of the property owner and may be subject to zoning approval. Please inquire before beginning work. This Film Permit is not transferable and shall be in the possession of the Permittee while on location.
3. This permit is issued specifically for the number of days indicated on the application and terminates as of \_\_\_\_\_. If activities continue beyond that date, a new permit or permit extension shall be obtained, and additional charges may apply.
4. The Film Permit is granted subject to the terms and conditions stated herein. Failure to comply with these terms and conditions constitutes grounds for revocation of the Film Permit..
5. Fire Permit Required: A fire permit is required to film special effects and stunts using pyrotechnics and/or materials deemed hazardous (including fireworks, explosives, and open flames). A Fire Department representative shall be present while pyrotechnics are on location. All Fire Department costs shall be reimbursed by Permittee.
6. Police Review: City of Dublin Police Services review of the proposed activity is required prior to issuance of the Film Permit. Any Police costs shall be reimbursed by the Permittee. **THE PERMITTEE IS REQUIRED TO PROVIDE ANY TRAFFIC CONTROL PERSONNEL REQUIRED UNDER THE CONDITIONS OF THE FILM PERMIT.**
7. Zoning Review: A Temporary Use Permit or Zoning Clearance may be required depending on the scope of work and whether any offices, trailers, storage containers, signage, etc. are proposed to be located on either public or private property at the site.
8. Fees: See the City of Dublin's Master Fee Schedule for current Film / Photography Permit fees.
9. Insurance and Indemnification: An insurance certificate indicating public liability and Workers' Compensation insurance is required. The minimum public liability coverage is \$1,000,000. The certificate must name the City of Dublin and its employees and agents as additionally insured.
10. Time Restrictions: The standard working hours for the Film Permit will be weekdays from 7:30 a.m. to 5:30 p.m. Lane closures will not be allowed on major arterials (e.g., Dublin Boulevard, San Ramon Road, Dougherty Road, Tassajara Road) during peak commute hours of 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m. Work outside the above hours is subject to negotiation and may be allowed with specific written permission of the Public Works Director.
11. Notices Prior to Filming: Permittee shall provide residents and businesses in proximity to film location(s) with no less than a one-week written notification of the film production. The notice and the area to be notified shall be approved by the Public Works Director. Notification shall include the permittee's name, contact personnel, telephone numbers, and a description of the project impact, including any parking or roadway restrictions and duration of the project.
12. Parking: Parking locations shall be designated and approved by the City of Dublin Public Works Department. Production vehicles shall exhibit visible identification while on location. If private property parking is to be used, the express written permission of the property owner shall be obtained and a copy provided to the City.
13. Alterations to City Property: Any alterations or impacts to City property shall be approved in writing prior to the work taking place, and all alterations or modifications shall be removed and the site restored to its original condition following the project. The City of Dublin shall determine acceptability of restoration work. If permittee fails to restore the site, the City will perform the work and the permittee will be liable for all costs plus administrative fees.
14. ALTERATIONS TO PUBLIC SAFETY DEVICES SUCH AS TRAFFIC SIGNS OR SIGNALS, STREET LIGHTING, OR ROADWAY MARKINGS **WILL NOT BE ALLOWED.** DAMAGE TO ANY OF THESE DEVICES SHALL BE REPAIRED OPERATIONALLY AT ONCE AND PERMANENTLY WITHIN 48 HOURS OR AS REQUIRED BY THE CITY.

**PLEASE NOTE THAT ADDITIONAL CONDITIONS MAY BE IMPOSED DEPENDING ON SCOPE AND LOCATION OF PERMITTEE'S ACTIVITIES.**