



City of Isleton

-101 Second Street P.O. Box 716 Isleton, Sacramento Co., California 95641
Tel: 916-777-7770 Fax: 916-777-7775 Email: cityinfo@cityofisleton.com

CITY OF ISLETON FILM PERMIT APPLICATION

Applicant Information	
Production Company Name	
Street Address	
City, State, ZIP Code	
Phone	Fax:
Name of company representative ("Representative") signing application	Title:
Representative Phone	Fax:
Representative's Email Address	
Contact Person "on set"	Contact's cell number:

Production Information			
Type of Production (Check all that apply)			
Feature Film	Student	TV Series/Movie/Pilot	
Still Photography	TV Commercial	Educational	
Video/Industrial	Documentary	Other (specify):	
Title of Product			
Producer			
UPM			
Location Manager			
Director			
Attendance	Number in Crew:	Number in Cast:	Total:

Production Vehicle List	
Fill in or attach separate list: Indicate number, size or length of each (5 tons, step-van, 35ft, etc.)	
Camera Truck:	Motor Home:
Grip/Electric:	Production Van:
Generator:	Honey wagon:
Wardrobe:	Other (Specify):

Location Description**Location#**

Location and Address	Date	INT/EXT	Start Time	End Time	Parking? Yes/No	Map Attached? Yes/No	Equipment Personnel and/or Special Conditions	
Summarized Scenes: H					Check all that apply: Pyrotechnics Wet Downs Simulated Violence			Neighborhood Notification Signature Survey Police Services

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Street Closure Requests		
Names of Streets to be closed (if major production, map must be included with application):		
	Between	and
	Between	and
	Between	and
	Between	and
Please provide the following information: 1) reasons for street closure; and 2) whether you are requesting a complete closure or intermittent traffic control (ITC)		
Date and Time of Street Closure	Start:	End:
Parking restrictions requested:		
Production Details		
Will the production have amplified sound? If yes, please describe:		
Will there be any fenced areas? If yes, please describe:		
Will there be construction or other improvements, including any tents or awnings? If yes, please describe:		
Please describe your post-production clean-up plan.		
Safety/Security		
Please describe your procedures for both crowd control and internal safety:		
Have you hired a company to provide security for this production?		
Have you hired a company to provide security for this production?		
If so, is your security company on the City of Isleton, Registered Security Patrol List?		
Security Company Name:	Phone Number:	Number of Guards:
Guard Schedule:		

Guidelines, Rules and Regulations

- Permittee is subject to the provisions of **Chapter 5.60** of the Isleton City Code.
- Filming on City streets and neighborhoods is coordinated through the **Sacramento Film Commissions**, which makes referrals to City departments depending on the particular needs of any given production. The permit application fee is \$100.00.
- Permit Application may require review by the City of Isleton Permit Review Board, depending on the nature, size or impact of the production.
- A certificate of insurance must be filed with the **Sacramento Film Commission** at least three working days before the start of filming. The City of Isleton requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Isleton must be listed as the certificate holder as well as an additional insured with respect to General Liability. An endorsement naming the "the City of Isleton, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85.
- All trash and debris must be removed from the location immediately after each day of production concludes. The City Solid Waste Division will charge permittee for any not to clean up a production site not cleaned by permittee. Permittee is required to provide recycling receptacles for large productions.
- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. Permittee may be required to provide advisory signs to provide advanced notice to the regular users of a roadway of the scheduled closure (places a minimum of two weeks prior to the event) if the production may impact a major use roadway. The closure of a primary street on weekdays, from 6:30 a.m. – 9:30 a.m., and 4:00 p.m. – 7:00 p.m. is prohibited. (**See Sac. City Code § 12.48.040.**)
- The hours filming in residential areas from 10 p.m. to 7 a.m. are restricted. Production is permitted during these restricted hours only with the prior consent of the City and requires the submission of a completed signature survey. Parking in commercial areas may be restricted during commute hours.
- Permittee shall provide at least 72 hours written notice of filming to surrounding businesses and residences. The notice must include permittee's name, shooting schedule, and the name, address and phone numbers of permittee's business office and local representatives. The notice must be submitted to the **Sacramento Film Commission**.
- Street parking for film shoots must be posted at least 72 hours prior to the street posting going into effect.
- No alteration or variation of the terms or locations of the permit shall be valid unless made in writing and signed by the parties hereto.
- The City of Isleton----- determines the extent and type of security needed for a production. The hiring of City of Isleton-----, a professional security company, or combination of both may be condition of permit approval and acquisition.
- The City of Isleton Fire Department must review and approve the following: Permittee's (1) first aid and/or emergency medical services plan; (2) emergency vehicle access route; (3) use of open flame or pyrotechnics; (4) maintenance and storage of vehicle fuel; (5) location of power source; (6) the availability and location of on-site fire suppression equipment; (7) the occupancy and spacing of tables or enclosures; (8) the use of tents, canopies or any fabric shelters; and (9) other production related conditions subject to Fire Department review. The Fire Department may require and perform inspections at permittee's cost before and/or during production.
- Permittee shall assume and reimburse the city for any and all costs and expenses related to the production that are determined by City to be unusual or extraordinary, including but not limited to the cost of: 1) providing, erecting, and moving barricades and /or signs; 3) providing and moving garbage or waste receptacles; and 3) City personnel who are required by the city to work overtime hours.
- Permits are not transferable and are revocable at any time.

Agreement and Signature		
I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the production company to submit this application on its behalf. The information contained herein is complete and accurate.		
Name and title (printed)		
Signature:		Date:
Payment Information		
Amount Due: \$	Payment Method (Check all that apply):	
Cash	Check or Money Order#	Visa/Mastercard
Card#:		Expiration Date:
Verification Code (Last 3 digits on signature strip):		Authorized Signature:

Office Use Only	
Permit Application Number:	Assigned to:
Notes:	

Submit your completed application via email to:
City of Isleton
P.O. Box 716
101 Second Street
Isleton, Ca. 95641
Phone: (916) 777-7771
Fax: (916) 777-7775