



Film Permit Application

Development Services Department – Planning Division
460 N. Euclid Avenue
Upland, CA 91786
(909) 931 – 4130

It is the applicant’s responsibility to notify the Development Services Department immediately if there are any changes to the film entity from the information submitted on this application to the Planning Division. A Film Permit Application must be submitted at least ten (10) business days prior to the date(s) to conduct an activity for which a permit is required. (Please note the City of Upland is closed on Fridays.)

Please.type.or.print.clearly.

PRODUCTION TITLE: _____

STAFF USE ONLY	
SPECIAL EVENT #: SE -	_____

APPLICANT NAME: _____

TELEPHONE NUMBER: _____

APPLICANT ADDRESS: _____

APPLICANT E-MAIL: _____

REPRESENTATIVE NAME: _____

TELEPHONE NUMBER: _____

RESPONSIBLE PARTY NAME: _____

TELEPHONE NUMBER: _____

PRODUCTION/PROJECT DETAILS

This production/project is:

- Commercial
 Motion Picture
 Education
 TV Episode
 Still Photo
 TV Movie
 Documentary
 Music Video

Production/Project Start Date & Hours (including set-up): _____

Production/Project End Date & Hours (including clean-up): _____

Production/project location #1: _____

Production/project location #2: _____

Location(s) is/are City:
 Private Property
 Public Right-of-Way
 Number of cast and crew: _____

Types/number of vehicles: Auto ____ Motor Homes ____ Trucks ____ Catering Trucks ____ Vans ____ Trailers ____ Other ____

Applicant special assistance requests: Street Closures ____ Traffic Control ____ Emergency Service ____ Other ____

Applicant intends to use: Animals ____ Chemicals ____ Explosives ____ Fire ____ Stunt Vehicles/Equipment ____

Generator ____ Pyrotechnics ____ Special Effects ____ Other ____

Return application to above address and make check payable to the » City of Upland »

APPLICANT CERTIFICATION

I declare under penalty of perjury that the statements and information contained in this application are true and correct to the best of my knowledge and belief. I agree to conform with all requirements of the Police Department, Fire Department, Engineering Department, Risk Management and all other applicable laws, ordinances and regulations pertaining to the operations of such business.

Signature of Applicant or Representative

Date

STAFF USE ONLY	
ROUTING <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED DATE:	COMMENTS:

FILING REQUIREMENTS

- Detailed production/project description.** Provide a letter describing the production/project in detail, providing justification for approval, and addressing the required items below:
 - Address and/or location of production/project.
 - Production/project dates and times.
 - Anticipated number of people attending each day of the production/project.
 - Anticipated type and number of vehicles.
 - Anticipated use of animals, chemicals, explosives, fire, stunt vehicles, generators, or other items of this nature.

- Detailed site and vicinity map.** Provide an 8.5" X 11" **SITE PLAN and VICINITY MAP** showing the required items below:
 - Production/project location in relation to City streets and driveways.
 - All exits and exit pathways.
 - Type of barricades used and their locations.
 - Public assembly areas for 50 or more people.
 - Fire extinguisher locations.
 - Location of all cooking operations.
 - Spare propane bottle storage area, including number and size of tanks.
 - Location of temporary membrane structures, tents and canopies.
 - Electrical outlets, portable power cords and portable generator locations.

- Insurance.** For the legal protection of the city, an applicant shall be required to provide the following:
 - **Liability Insurance** – An endorsement to the applicant’s policy of liability insurance shall require an amount of \$1,000,000.00 (additional insurance is required for events on Public Property) naming the City Officers and Employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The endorsement shall not be subject to cancellation or modifications until after thirty (30) days written notice to the City. A copy of the endorsement will remain on file.
 - **Workers’ Compensation Insurance** – An application shall conform to all applicable federal and state requirements for Workers’ Compensation Insurance for all persons operating under a permit. Evidence of such coverage shall be submitted with the application.

- Letter of Authorization from Property Owner** if applicant is not the property owner and is filming on private property.
- If Pyrotechnics, Special Effects, and/or Stunts are planned**, provide a detailed description that also addresses the items below:
 - Name of Pyrotechnician, their license number, their company name, and telephone number
 - Name of Stunt Coordinator, their company name, and telephone number

- Digital copies of all above items on a flash drive.**

- Obtain fire permits and approval** from San Bernardino County Fire Department. Contact SBC Fire Department at (909) 918-2201.

These procedures and guidelines are intended to serve as minimum regulations under normal filming circumstances; however, the film permit officer has the discretion to increase or decrease the requirements based upon the actual circumstances.

FILING FEES:

File Permit (No Street Closure): \$1,320.00

If a City of Upland Police Officer is required to be present, the following fees are required: Contact UPD at (909) 946-7624.

Police Officer: \$100.74
Reserve Police Officer: \$62.67 *(Number of required officers to be determined by the Police Chief)*

If a street encroachment and/or closure is required: Contact Land Development at (909) 931-4137.

Encroachment Permit: \$290.00
Full Closure: \$330.00
Partial Closure: \$410.00 *(Street closures during peak times shall be avoided per the City’s Street Closure Policy)*

*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on July 1, 2025. The applicant is responsible for all costs incurred by the City including supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations, or the use of third-party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only the true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.