



# CITY OF HIGHLAND

Planning Division  
27215 Base Line  
Highland, CA 92346  
(909) 864-6861  
planning@cityofhighland.org

## FILM PERMIT APPLICATION

**Finance Deposit Surcharge (Effective September 6, 2025):** Please be advised that all deposits must include the Finance Deposit Surcharge. This surcharge is being implemented to recover the costs associated with establishing, tracking, and reconciling deposits for services. It applies to all services where a deposit is collected. The fee is calculated as the greater of **\$85 or 1.5% of the deposit amount.**

**FEES: \$ 1,700 Deposit** (NOTE: Additional fees may be required if Police, Fire, Department and/or other City services are required)

"Fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged an initial deposit, or flat fee as of September 2025.

1. APPLICANT: \_\_\_\_\_ TEL #: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

4. GENERAL LOCATION OF FILMING: \_\_\_\_\_  
\_\_\_\_\_

5. DESCRIPTION AND NATURE OF PROPOSED FILMING INCLUDING PARTICIPANTS, LENGTH AND HOURS OF OPERATION, TYPE OF EQUIPMENT AND MATERIALS TO BE USED FOR THE FILMING, ETC.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

8. Signature: I certify under penalty of perjury that the foregoing is true and correct.

I understand that my Permit may be voided for non-compliance with the conditions set for in the approval for this Film Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(FOR OFFICE USE ONLY)

FILE NO.: \_\_\_\_\_

FILING DATE: \_\_\_\_\_

FEE: \_\_\_\_\_

**CITY OF HIGHLAND  
CERTIFICATE OF INSURANCE REQUIREMENTS**

1. General Liability \$2 million.
2. Auto Liability \$1 million.
3. Workers' Compensation - as required by the State of California.
4. The City of Highland shall be added as a certificate holder and as additionally insured. The following language MUST be added to the endorsement: **"On behalf of the named insured in the City, it is agreed that the City of Highland and their officers, agents, employees, and volunteers are added as additional insured's under this policy and the coverage provided hereunder shall be primary insurance available to the City of Highland, California, and under any other third party liability policy."**

Also, please note this signed endorsement page must be attached to all certificates.

5. The "cancellation" section of the insurance certificate shall be revised to read **"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail a 30-day written notice to the certificate holder named."**
6. The certificates and endorsements should be mailed to:  
City of Highland  
27215 Base Line  
Highland, CA 92346

# Chapter 5.21

## MOTION PICTURE AND TELEVISION FILMING

### 5.21.090 Application review and permit conditions.

A. A permit shall be approved only if the film permit coordinator finds that the filming will not endanger the public health, safety or welfare or create a substantial risk of injury to persons or property.

B. The film permit coordinator may impose conditions upon the permit as deemed necessary to ensure that the required finding in subsection A of this section can be made. Factors which may be considered in the imposition of conditions include but are not limited to:

1. Noise or Disruption. Filming activities which produce loud or unusual noise, or disrupt the public peace such as gunfire, sirens, public address systems, bull horns, construction, or other loud or unusual noises or disruptions, may be conditioned to mitigate the effects of the activity. The film permit coordinator may consider the surrounding environment (e.g., proximity to a church, playground, school, or residential community) in determining what is loud, unusual or disruptive.

2. Aircraft. Aerial filming and/or helicopter landings are not permitted without explicit written permission from the film permit coordinator in addition to any permits required from the Federal Aviation Administration (FAA). Authorization from the FAA, if required, shall be provided in writing with the application. In addition, such activity may be conditioned to mitigate effects.

3. Public Safety. The film permit coordinator may include conditions on film permits to ensure traffic control, public safety, and fire safety as deemed appropriate.

4. Parking and Traffic Control. The applicant must obtain approval from the film permit coordinator to park equipment and vehicles in restricted street parking zones; in all cases, however, vehicle weight limits shall be strictly observed, temporary parking control signs shall be posted by the permittee in a manner and at the locations approved by the city at least 24 hours before filming is to begin.

A condition requiring the provision of law enforcement officers to ensure the safety of the public and the permittee's employees may be applied to a permit for any filming that will impair the normal flow of traffic. The permittee must obtain permission from the film permit coordinator for any road closures. The permittee must take reasonable safety precautions to ensure that motorists and pedestrians will be adequately warned of any special or modified traffic conditions.

5. Term. The permit shall designate the specific date(s) and time(s) that the permit is effective.

6. Cleanup. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The permittee shall return the site to its original condition at the conclusion of filming before leaving the site. The permittee may be required to post a refundable bond, as determined by the city, to ensure cleanup and restoration of any public property.

C. The decision by the film permit coordinator to approve or deny a filming permit and conditions to be applied to an approved permit shall be provided in writing within:

1. Two full working days if no special traffic control, road closures or outdoor stunts or special effects are involved;

2. Four full working days if special traffic control measures, outdoor stunts, or special effects are involved;

3. Ten full working days if road closures are necessary. (Ord. 248 § 1, 1999)

### 5.21.100 Notification.

A. It shall be the responsibility of the applicant to provide notification a minimum of 48 hours prior to any filming activity on a designated city form to the following:

1. Owners and occupants, whether residents or businesses, of properties affected by filming activity by virtue of (a) filming on the property or in the public right-of-way adjacent to the property; (b) storage of equipment or vehicles associated with the film production either on the property or in a public right-of-way adjacent to the property; or (c) street closure, temporary restricted parking or other actions which affect the ability of persons or vehicles not associated with the filming to access the property or to park in front of the property. The determination of which properties may be affected shall be made by the permittee, subject to the approval of film permit coordinator.

2. If filming exceeds two days, or if filming is in a residential zone between 7:00 p.m. and 7:00 a.m., all owners or occupants, whether businesses or residents, of all properties within 200 feet of properties affected by the filming as described in subsection (A)(1) of this section must be notified. Notification requirements pursuant to this subsection may be waived in whole or in part if it has been determined by the film permit coordinator that the filming will not have any adverse affect upon the owners or occupants of such properties.

B. Responses to notification of proposed filming shall be considered in the evaluation of a film permit application and may be cause for the imposition of restrictions or conditions on a permit or denial of a permit. (Ord. 248 § 1, 1999)

#### **5.21.110 Insurance.**

The permittee shall, at its sole expense, provide the city with evidence of workers compensation benefits consistent with the requirements of the labor code and insurance for general liability for property damage, death or injuries sustained in the course of the filming. The insurance policies shall be from admitted carriers authorized to do business in the state of California and shall not be less than \$1,000,000 combined single limit. The applicant shall provide the city with an endorsement naming the city as an additional insured. (Ord. 248 § 1, 1999)

#### **5.21.120 Hold harmless.**

The permittee shall submit a statement with the permit application agreeing to indemnify, defend and hold the city and its officers, employees and agents free and harmless from any and all liability, claims, damages or injuries to any person or property, including injury to the applicant's employees and any and all claims which arise from or are connected with the permitted activity, including attorneys fees and costs of investigating and defending against the same. (Ord. 248 § 1, 1999)

#### **5.21.130 Permit amendments.**

A filming permittee may apply for amendments, also known as "riders," for minor additions, corrections or alterations to a permit. Riders must be submitted in writing and approved by the film permit coordinator before implementation. However, a permit cannot be extended or amended by rider after the completion of the filming. Significant changes to the original permit shall require a new permit application. (Ord. 248 § 1, 1999)

#### **5.21.140 Prohibitions.**

No person shall engage in any filming activity which would constitute a hazard to the public health or safety or endanger persons or property. (Ord. 248 § 1, 1999)

#### **5.21.150 Permit revocation or suspension.**

A. Permit Revocation. The film permit coordinator may revoke a film permit if the permittee, or any agent, employee, or contractor of the permittee fails to comply with the requirements set forth in this chapter, in the permit, or if the film permit coordinator determines that the permit application was false in any material detail.

1. Notice of the grounds for revocation of the film permit shall be provided in writing by the film permit coordinator to the permit applicant or person in charge at the location of the filming activity.

2. Appeals of the permit revocation shall be conducted in the manner specified in HMC [5.21.160](#).

B. Permit Suspension. The police department and/or fire department officers assigned to supervise

the filming activity site may suspend the film permit if at any time the filming activity poses an immediate hazard to persons or property and the location manager will not, or cannot, prevent the hazard after being instructed to do so by the officer.

1. The grounds for the permit suspension shall be provided in writing by the film permit coordinator to the permittee within two working days of the suspension;

2. Appeals of the permit suspension shall be conducted in the manner specified in HMC [5.21.160](#). (Ord. 248 § 1, 1999)

#### **5.21.160 Appeals.**

The permit applicant or permittee may appeal a denial of a permit or rider, or a revocation, suspension, or permit condition. Such appeal shall be filed with the city manager not later than five working days after the date written notice of the decision is made. Failure to timely file an appeal shall result in a waiver to the right to appeal. The appeal shall be reviewed by the city manager. The decision of the city manager shall be rendered in five working days and shall be final and is subject to judicial review pursuant to Code of Civil Procedure Section [1094.5](#) et seq. (Ord. 248 § 1, 1999)

#### **5.21.170 Violation – Penalties.**

Repealed by Ord. 370. (Ord. 248 § 1, 1999)

