



CITY of BELVEDERE

FILMING PERMIT APPLICATION

NAME OF APPLICANT/COMPANY:

MAILING ADDRESS:

TELEPHONE: _____ (DAYTIME NUMBER)

EMAIL: _____

TYPE OF ACTIVITY: Still Photography Motion Picture Production
 Television Production Radio Broadcast
 Other: _____

PLEASE ATTACH A **COMPLETE NARRATIVE** OF THE PROPOSED FILMING PROJECT INCLUDING PRODUCTION SCHEDULE, ALL LOCATIONS FOR PARKING & STAGING; NUMBERS & TYPES OF VEHICLES; ANY OUTBOARD EQUIPMENT TO BE USED (SUCH AS GENERATORS, LIGHTING, ETC); CITY SERVICES REQUIRED.

PROPOSED LOCATION OF ACTIVITY

DATE(S) REQUESTED: _____ HOURS: _____

TOTAL NUMBER OF EMPLOYEES (CREW MEMBERS) AT LOCATION: _____

SIGNATURE

DATE

City Use Only

Departmental Approvals:

Police: _____

Fire: _____

Public Works: _____

Permit Fee: \$ _____ Receipt # _____

Deposits and/or Service Fees: \$ _____

Bond or Insurance Provided: Yes No

Pursuant to Ordinance 78-1 of the City of Belvedere, the City Manager has granted/denied the Filming Permit applied for herein for the following reasons or subject to the following conditions:

City Manager

Date

CITY of BELVEDERE

FILMING PERMIT APPLICATION PROCEDURES

Chapter 5.16 of the Belvedere Municipal Code regulates the application and issuance of filming permits. A copy of this section of the Code is included in this packet.

WHO IS REQUIRED TO OBTAIN A FILMING PERMIT?

Anyone who is engaged in producing, taking or making any motion picture, radio, or television production, or engaging in professional or commercial still photography within the City limits is required to first obtain a filming permit before any such activity is undertaken.

WHAT IS THE PERMIT APPLICATION PROCESS?

The individual or company seeking to obtain such a permit shall complete and file with the City an application form indicating the name, address, phone number and email address of the applicant, the type of activity that will be engaged in, the proposed location(s) of the activity, the date(s) for which the permit is required, and the total number of crew members who will be involved in the activity at the proposed location(s).

The **Filming Permit Application** must be filed at *least* 14 calendar days prior to the date the activity begins. At the time of filing, the applicant shall be required to obtain a valid City of Belvedere Business License, if one is not already in effect, and provide the City with a Certificate of Insurance *naming the City of Belvedere as an additional insured* for the duration of the proposed activity. The minimum coverage provided in the Certificate of Insurance shall be \$1 million. In the event the activity is to take place on public property, the applicant shall also provide the City with a *\$5,000 damage deposit or a \$5,000 License or Guarantee Bond* for the purpose of ensuring that no damage to public property occurs as a result of the filming activity.

No applications for a filming permit that are not completely filled out and accompanied by the required insurance and/or damage deposit or bond will be accepted.

WHAT ARE THE FEES FOR A FILMING PERMIT?

Fees are calculated for each 8-hour increment or fraction thereof, and are based on the number of crew members involved in the activity (this includes camera operators, actors, models, directors, and others associated with the activity on site who are providing technical assistance.) The fees are as follows:

1 to 3 crew members	\$105 per 8 hour period or fraction thereof
4 to 6 crew members	\$210 per 8 hour period or fraction thereof
7 to 9 crew members	\$315 per 8 hour period or fraction thereof
10 or more crew members	\$630 per 8 hour period or fraction thereof

WHO APPROVES FILMING PERMIT APPLICATIONS?

Only the City Manager or his designee may approve the issuance of filming permits.

WHAT IF THE ACTIVITY REQUIRES ADDITIONAL CITY SERVICES?

If the City Manager deems it necessary to provide additional public safety or other City services for the purpose of ensuring the safety of the public and/or the activity for which the permit is sought, the cost of those services shall be an obligation of the applicant and paid to the City upon demand.

WHEN MAY THE ACTIVITY TAKE PLACE?

If the activity is taking place on public property, generally it will be allowed between 8 a.m. and 5 p.m., Monday through Friday. If this activity is taking place entirely on private property and there is absolutely no impact on neighboring properties, the permissible hours are flexible and shall be fixed by the City Manager at the time the permit application is approved.

WHO IS NOTIFIED OF FILMING PERMIT APPROVAL?

Typically, the Police, Fire, and Public Works departments are notified of the permit application and must sign the application before it is approved by the City Manager.

ADDITIONAL **ENCROACHMENT PERMITS** and/or **ROAD CLOSURE PERMITS** may be required in specific circumstances as required by the City Manager.



CITY OF BELVEDERE
450 San Rafael Avenue
Belvedere, CA. 94920
Tel: (415) 435-8908
www.cityofbelvedere.org

OFFICE USE ONLY

Business License # _____

Date _____ By _____

Payment \$160.00 Receipt # _____

Business License Application

Business Name: _____

Other Business Names Known by: _____

Business Location Address: _____

Business Mailing Address: _____

Business Phone: _____ Contact Name: _____

Contact Email Address: _____

Emergency Contact Info: _____

Owner(s) Name: _____

Owners Address: _____

Complete Description Of Business & Services: _____

License

Contractor's License No. _____ Class: _____ Resale No. _____

FEIN No. _____ SEIN No. _____ State ID No. _____

Type of Ownership: Sole Proprietor Partnership LLC Corporation Trust

If this is a partnership or corporation, please attach a complete list of all names and titles with addresses and phone numbers of all corporate members.

1. _____

2. _____

WORKERS' COMPENSATION DECLARATION **Warning:** *Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.*

I HEREBY AFFIRM, UNDER PENALTY OF PERJURY, ONE OF THE FOLLOWING DECLARATIONS:
(check the appropriate box)

I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My Workers' Compensation Insurance carrier and policy number are:

Carrier: _____ Policy Number: _____ Expires: _____

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Is this a Home-Based Business? (for businesses based in Belvedere only) YES NO

If yes, you agree to abide by the conditions set forth under **Belvedere Municipal Code §19.24-19.40.**

Belvedere Municipal code §19.24.010 D states that, "the office of any profession in any dwelling when used solely by a resident in such dwelling is permitted, provided that such office is not regularly or customarily used for treatment of patients or interviews with clients or customers, and no person who is not resident in such dwelling by employed in such office."

A Business License is issued as receipt for payment of fees and does not automatically sanction establishment of a business within the community. Any business, regardless of whether or not a business license is issued, is subject to law or ordinances covering such matters as zoning, building, health, and fire protection. Please also note that compliance with the requirements of this ordinance does not void or abrogate such other requirements, which affect the establishment and/or conduct of business activities within the City of Belvedere.

I hereby certify under penalty of perjury that the information provided in this application is true and I am in compliance with all applicable state and county ordinances governing my business.

Signature of Owner or Principal _____ **Date** _____

Print Name _____ **Title** _____

Business License Tax Guidelines

A business license tax is imposed on all persons doing business within Belvedere city limits. This tax is imposed solely to raise revenue for municipal purposes and is not intended for regulation.

FEES: The business license tax is \$160.00 for a calendar year, January through December. There are no pro-rated amounts for the business license tax; however, there is a partial refund of the business license tax for those businesses that meet certain criteria Please see description under "REFUNDS" for more information.

PAYMENT DUE DATES: The business license tax is due January 1 of each year, unless specified otherwise by the Business License Administrator.

PENALTIES: Failure to pay the business license tax by the due date will result in a penalty of \$160.00 in addition to the standard business license fees. The same penalty applies to those businesses that began work in Belvedere without a current business license.

RENEWAL NOTICES: Renewal notices are sent no later than December 15 of each year to all businesses or merchants currently licensed with the City of Belvedere.

REFUNDS: Businesses that make less than \$32,000.00 in Belvedere for the calendar year, are entitled to a partial refund of the business license tax. Refund forms are mailed out along with the renewal notices and require documentation of the year's revenue. The due date for refund applications is February 1 of each year. Please note that applications that are sent in to us prior to January 1 will be returned.

WORKERS' COMPENSATION: Businesses are required to provide proof of Workers' Compensation Insurance at the time of application for a business license. We will no longer keep a Certificate of Workers' Compensation on file. Please ask your insurance carrier to remove our city from the mass mailing list.

If your business is exempt from Workers' Compensation, simply check the appropriate box on the Workers' Compensation Declaration Form.

Please Note: The information listed above is only a brief summary of Belvedere Municipal Code Section 5.04 regarding business license tax. Please call the Business License Administrator at (415) 435-8908, with any specific questions related to the business license tax.