



# CITY OF RANCHO MIRAGE

DEVELOPMENT SERVICES  
PLANNING DIVISION  
69-825 Highway 111, Rancho Mirage, CA 92270  
Phone: 760.328.2266

(For City Use Only)  
 Approved  Denied  
Reason: \_\_\_\_\_  
Filing Fee: **\$550.00** Payment Method \_\_\_\_\_  
City Staff: \_\_\_\_\_

## Filming/Photography Permit Application

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

### PRODUCTION INFORMATION

Production Co.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Name of Production: \_\_\_\_\_  
Production Dates and Times: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Personnel: Total: \_\_\_\_\_ Total Personnel Residing on Location: \_\_\_\_\_  
Property Type:      Public Property      Private Property  
Venue:                Indoors      Outdoors      Both  
Production Type:    Still Photography    TV Commercial    TV Movie    TV Episode  
                              Feature Film            Music Video            Corporate Video    Other: \_\_\_\_\_  
Elements:      Tents            Amplified Sound      Special Lighting      Special Effects      Food  
                      Alcohol          Generator      Valet Parking          Security          Celebrities      Rides  
                      Ticket Sales    Banners          Balloons          Animals          Other: \_\_\_\_\_  
Equipment Details:    Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Other: \_\_\_\_\_

### PRODUCTION CONTACTS

Production Manager: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Location Manager: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

TRANSPARENCY NOTICE: Some or all of the content contained in this application and its attachments may be subject to disclosure pursuant to the California Public Records Act (Government Code section 6250, et seq.)

Production Name: \_\_\_\_\_

### SITE PLAN DETAILS & SHOOT SPECIFICS

Submit a Site Plan that includes the specific parking location(s) including address of cast & crew vehicles; location of all equipment; location of catering activities; location of temporary restrooms; location of tents; location of generators; location of lighting; and any additional information as required.

Attach a specific description about your shoot. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also describe all scene(s) to be filmed (including animals, pyrotechnics and stunts.) Please specify arrangements made for security, sanitation and health, fire and safety, building safety, concessions & other activities included in the

### REQUIREMENTS

The City encourages all applicants to schedule a preliminary meeting with staff to review the proposed request prior to submittal of the application.

1. "The City of Rancho Mirage" shall be included in all production credits.
2. Application form filled out with all required signatures.
3. Application fees.
4. Complete description of the location shoot specifics.
5. All required site plans and exhibits as described on the application.
6. Written proof of Homeowner's Association approval, if applicable.
7. A Certificate of Liability Insurance a minimum of \$1,000,000 is required with the City of Rancho Mirage named as additional insured.
8. A valid City of Rancho Mirage business license.
9. A copy of the executed reciprocal parking agreement, if applicable.
10. Any required permits from the City's Engineering Department in conjunction with the proposed use of right of way and lane closures must be obtained prior to the use of such rights-of-way, if applicable.
11. A list of all vendors and concessionaires by name, address and telephone. We encourage the use of Rancho Mirage businesses when possible.

### PERMIT PROCEDURES

1. A complete application will all required site plans, shoot specifics and other items as outlined above are received.
2. Staff will review the application and determine if it is complete. When the application is complete, a meeting may be scheduled with the applicant and production company any may include a representative from Building & Safety, Public Works, Planning, Fire and the Sheriff's Office to discuss the production.
3. The applicant will receive a letter outlining the Conditions of Approval. The approval shall be signed by the applicant and returned to the City.

The City reserves the right, without restriction or limitation, to revoke this permit at any time, including upon receipt of a complaint during the special event that one or more of the conditions of this permit approval has

### CERTIFICATION

I certified that all information provided within and submitted with this application is true.

\_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Printed Name

\_\_\_\_\_

Signature