

COUNTY OF VENTURA FILM PERMIT FREQUENTLY ASKED QUESTIONS

If you are filming in the unincorporated areas of Ventura County, you will need to obtain and completely fill out a film permit application. This page will provide you with additional information and answers to help you understand the County's process.

Q. How much does a film permit cost in the County?

Film Permit (Ministerial Zoning Clearance)		
Occasional Filming Activities	\$515	(Nonrefundable) For 1 st site/location, \$155 for each additional site/location
Occasional Filming Activities Requiring a Waiver	\$655	(Nonrefundable) For 1 st site/location, \$155 for each additional site/location
Permit Amendment	\$255	(Nonrefundable) For minor changes to a film permit that has already been issued that do not require a waiver (e.g. extending film days, shifting production schedules, adding film locations, etc.).
Film Permit, High Frequency, Contracted Areas	\$400	Per each day of filming, \$200 per each "prep" day under permit (nonrefundable)

- The basic application fee for filming is \$515 for the 1st site, \$155 for each additional location.
- A film permit application with activities that require waivers (i.e. filming between 10pm to 7am, have excessive noise, light, or dust) is \$655 for the 1st location, \$155 for each additional location.
- Locations within the Piru High Frequency Area will cost an additional \$200 per prep day and \$400 per film day.
- A film permit amendment application is \$255.

Other fees collected by the Planning Division:

- Business License fee of \$150 for each day of filming.
- Fire Department Review Fee: Any filming activity is \$274 and still photography is \$137.
- Animal Services Review Fee: \$50.

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Separate permits and fees may be required from other county agencies, such as an Encroachment Permit from the Public Works Agency for filming on a county road. Please contact the respective county agency for permit information and fees.

Q. When do I need to apply for a Ventura County Film Permit?

A. If you are filming in the unincorporated areas of Ventura County (including private property) and your project consists of any of the following, a film permit must be obtained:

- TV Series
- TV Movie
- TV Pilot
- TV Commercial
- Feature Film
- Photo Stills
- Music video
- Infomercial
- Public Service Announcement
- Documentary
- Web Production or Series

Q. I am a film student currently enrolled at an accredited school, do I need a film permit?

A. No, you are exempt from the requirement for a Ventura County Film Permit from the Planning Division if you meet all of the following criteria:

- a) You are currently enrolled as a student at an accredited film school;
- b) You are filming a production related to coursework;
- c) You will not be filming between the hours of 10:00 PM to 7:00 AM;
- d) Your production will not generate an excessive amount of noise, dust, or light that exceeds that which is normal for the area; and
- e) Your production will be filmed in the non-coastal zone.

Although a film permit from the Planning Division is not required, students are required to contact other related agencies, such as the County Fire Department, Environmental Health Division, and the Transportation Division to verify whether a permit is required for student-related filming activities.

Q. What must be included when I submit the film permit application to the Planning Division Film Permit Coordinator?

A. The film permit application must include:

- a) A completed and signed Ventura County Film Permit application;
- b) Both the physical address and the Assessor's Parcel Number for all properties to be used for filming. Click [here](#) to search for a physical address or Assessor's Parcel Number.
- c) Prep, film and strike dates and times; and
- d) A site map that indicates exactly where all of the filming activities will occur on the parcel.

Q. Where can I get a copy of the film permit application and who do I send it to?

A. The application can be downloaded from the Planning Division website at this [link](#). The completed application can be emailed or faxed to the Film Permit Coordinator.

Q. What insurance forms are needed?

A. The County requires that all productions filming in Ventura County be currently insured, with a minimum of \$1 million liability coverage. The following forms must be endorsed and sent to the Film Permit Coordinator: Certificate of Liability Insurance;

- Waiver of Transfer Rights of Recovery Against Others;
- Additional Insured- Designated Person or Organization and Additional Insured- State or Political Subdivisions.

All insurance forms must be submitted to the Film Permit Coordinator prior to approval of the film permit. More information about insurance requirements can be found at this [link](#).

Q. How long does it take to obtain a film permit?

A. Requests for filming in the unincorporated area of Ventura County should be made at least three days prior to the start of filming, and at least two weeks for requests in which waivers are required.

Q. How will I obtain my approved film permit?

A. Once approved, the Film Permit Coordinator will email a copy of the approved permit to the applicant.

Q. I need a W-9 tax form, how do I obtain one?

A. Requests for the W-9 tax forms can be made with the Film Permit Coordinator. Please include the production/applicant fax number, name of production and film permit number. The form will be emailed to the applicant/production company.

Q. How do I pay for the film permit fees?

A. Payment must be made prior to the issuance of a film permit. Payment must be made in the form of cash or check, payable to the "County of Ventura." Please include the film permit case number on the check.

If the payment is mailed, please note that it must arrive before the first prep or film date (whichever is earlier). Mail the payment to the following address:

County of Ventura
Attn: Hai Nguyen, Film Permits - Planning Division
800 S. Victoria Ave. L#1740
Ventura, CA 93009-1740

If the payment is dropped off, the Planning Division is located in the Hall of Administration in the Ventura County Government Center. Click [here](#) for directions. You can drop off the payment at the Planning Counter between 7:30 a.m. to 4:30 p.m.

Q. I want to film on a Ventura County road? How do I obtain a permit to do so?

A. Filming on any road owned and maintained by the County of Ventura requires an Encroachment Permit from the Transportation Division.

Please contact Cassandra Munoz at (805) 654-5055 or via email at cassandra.munoz@ventura.org or Anitha Balan at (805) 654-2071 or via email at anitha.balan@ventura.org to obtain an Encroachment Permit.

All Encroachment Permits will require a base camp located on private property.

County roads located in the Non-Coastal Zone do not require a film permit. However, if the base camp is located in unincorporated Ventura County, a film permit must be obtained for the base camp.

County roads located in the Coastal Zone will require a film permit. Click [here](#) to see if your filming locations fall within the Non-Coastal Zone or the Coastal Zone.

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Applicants should also call the California State Film Commission to request local law enforcement to conduct ITC (Intermittent Traffic Control) and full road closures at (323) 817-4103.

Q. Do I have to have a Fire Safety Officer on location, even if I am not using special effects? Do I have to pay the Fire Prevention Review Fee?

A. Yes, the Ventura County Fire Department requires that all film permit applications be reviewed and a Fire Safety Officer be assigned to each project. Applicants should contact Lori Ross, Filming Fire Safety Coordinator, at (805) 947-8535. The current fee for fire review is \$274.00 for any filming activity and \$137.00 for still photography. Please contact the Filming Fire Safety Coordinator for any additional fees.

Q. I am filming on private property in an unincorporated area of Ventura County. What does the Film Permit Coordinator need?

A. If filming will occur on private property, the applicant must obtain the property owner's signature on the Film Location Form (page 2 of the Film Permit Application) prior to approval of the permit. Click [here](#) for an additional Film Location Form.

Q. I am filming during the night and/or early morning hours. Do I have to obtain special approval to do this?

A. If filming will occur between the hours of 10:00PM and 7:00AM **and** there are residences within 1,000 feet of filming, the applicant must apply for a Film Permit with Waivers. This permit will require the applicant to notify and obtain 50%+1 of the area residents' approval of the filming activities. Please contact the Film Permit Coordinator for further details.

Q. I need to make changes to my film permit, how do I do that?

A. If changes must be made after the film permit has been issued, an amendment to an approved permit for changes in the date of filming, location, etc. are to be made in writing to the Film Permit Coordinator. Currently the fee for this request is \$255 for each amendment. Click [here](#) for more information about a Film Permit Amendment.

Q. How do I contact the Ventura County Film Permit Coordinator?

Ventura County Film Permit Coordinator
Hai Nguyen - Planning Division
800 S. Victoria Ave. L#1740
Ventura, CA. 93009
(805) 654-2406
(805) 477-7168 Fax
hai.nguyen@ventura.org
www.ventura.org/rma/planning/Permits/film.html