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**FILM PERMIT**  
INSTRUCTIONS FOR FILING APPLICATION

**A. GENERAL**

The Planning Department will be responsible for coordinating and issuance of film permits. Prior to the issuance of a permit, the applicant must file an application, pay the required film permit fee, rider fees (if applicable), use fees and any deposits that may be required.

**1. Basic Permit**

The processing fee for a film permit is **\$354.00** per application. This fee is non-refundable and is charged to cover the processing of the permit. This permit is required of all events. One of the following additional permits may be required depending on the nature of the activity.

**2. Road Closure or Use Permits**

If the temporary closure of a road or use is proposed, or equipment will be located within the road right-of-way for filming purposes, a road closure or use permit must be obtained from the Calaveras County Public Works Department. The processing fee for temporary road closure or use permit is \$150.00 any excessive time required on enforcement of conditions will be charged on a time and materials basis.

**3. County Facility Permit**

If the use of a county owned or leased facility, other than a county road, is proposed, a use agreement is required. The user shall submit an application, pay the fee, and execute the standard User Agreement prior to use. The fee to use a County building or facility must be negotiated with the County Administrative Office.

**4. Use of County Meeting Facilities**

**A-1.) Purpose**

- (1) County residents and property owners may use County meeting facilities for legitimate governmental and private non-profit uses, subject to compliance with these policies and procedures.

**A-2.) Access**

- (1) During usual County business hours, other governmental agencies and private non-profit organizations may use County facilities when they are not otherwise used for County business.
- (2) At times other than usual County business hours, due to security and operational concerns, the primary facilities available to the public will be the Board Room and the County Fire Conference Room. Other facilities, such as the Museum Complex and the Library Community Room, will be available on a limited basis and by special arrangement.
- (3) County facilities will generally not be available for profit making purposes (e.g., sales seminars, etc.) or for uses better served by the private sector (wedding receptions, etc.).

**A-3.) Expenses**

- (1) Meeting facilities made available to the public will generally be available without rental cost.
- (2) A cleaning and/or damage deposit may be required, as determined by the County Administrative Officer (CAO).
- (3) In the event that County staff must clean a facility due to the user's failure to properly clean up after itself, actual County expense, plus 15%, shall be charged to the user, with a \$25.00 minimum.
- (4) In addition to the charges above, users will be charged for any damage to the facility or belongings or any part thereof. Failure to pay such charges could result in legal action being taken along with loss of future use privileges.

**A-4.) Application for Use**

- (1) The CAO is responsible for coordinating the use of County facilities, and may establish reasonable rules for such purposes.
- (2) An application for use of County facilities must be submitted no less than two weeks prior to the scheduled event. Reservations will be accepted on a first come, first served, space available basis. Applications can be obtained through the County Administrative Office and returned, along with any required fees, to the Administrative Office. The CAO may delegate application processing to other departments.

**A-5.) General Rules**

- (1) All facilities will be opened and locked after the event by County staff or parties designated by the CAO.
- (2) No alcoholic beverage of any kind shall be consumed or served inside the facility or on any part of the property on which the facility is located unless prior specific written approval by the CAO has been obtained as per the application. Approved alcoholic beverages are limited to beer and wine only.
- (3) At the discretion of the CAO, the user may be required to obtain liability insurance for the event, showing the County as an additional insured and holding the County harmless in the event of an accident.
- (4) No smoking shall be permitted inside any County building.
- (5) No illegal activity of any kind shall be conducted in the building or on the grounds.
- (6) No advertising shall be exhibited and no solicitations or sales shall be allowed in the buildings or on the grounds, without prior written approval by the CAO.
- (7) Verifiable abuses of any of these policies and procedures will result in loss of use privileges.

**B. RIDER**

If a rider is requested, a non-refundable fee of \$35.00 is charged to reimburse the County for the processing of a film permit rider. A rider shall mean a minor substantial addition, change or deletion to the permit, as determined by the issuing authority. There is no limit as to the number of riders a production may have, so long as they cumulatively do not substantially change the approved permit.

**C. GENERAL BILLING PROCEDURES**

Because the fees paid in advance can only be an estimate, the final costs may be different from the pre-payment. The fees charged may be incorrect because the shoot takes shorter or longer than anticipated. Overpayments will be returned and underpayments will be billed. Overpayments shall be paid within 30 days from the conclusion of the activity.

Underpayments will be billed within 30 days from the conclusion of the shooting and are due and payable within 30 days of the billing date.

**D. EXEMPTIONS: FEES AND USE CHARGES**

A student who has submitted a letter written on school letterhead by a school administrator or instructor stating that the applicant is currently enrolled in a recognized U.S. educational institution and that the film is not a commercial release, shall have all fees and charges waived.