

CFC Permit Application Help

Creating Locations/Activities

Click "Add Location" button to add your location, shoot dates and times and personnel and vehicle numbers.

353 - Test Flight In Progress

Locations/Activities

Add your location, shoot dates and times and personnel and vehicle numbers. Once you save a location you will be directed to the Activity page for that location. Once you save the activity for the location you can mark the section complete.

Locations

No Locations.

+ Add Location

Complete Return to Summary Screen

For a State Parks application, select the "State Park" from the drop-down list, then fill in the location in the park you wish to use.

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Add Location

State Parks Information

State Park Name

Location in Park

Location County

2nd Location County (if needed)

Activities

No Activities.

You must save and complete this location before adding activities.

Add Activity

Only complete prep and strike if they are separate from shoot dates. If you are shooting overnight specify the start and end dates. If you have non-consecutive shoot days, use the additional boxes to add a second shoot date.

For Caltrans permits enter the Highway name and number along with the Start and End mile marker numbers or the start and end cross streets. Indicate the direction of travel for your filming activity. Location County dropdown is required as well.

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In Progress ▼

➤ Add Location

Location Information

Highway/Freeway
(Include HWY/FWY #)

Start Mile Marker

End Mile Marker

Start Cross Street

End Cross Street

Start On/Off Ramp

End On/Off Ramp

Start GPS Coordinates

End GPS Coordinates

Direction

▼

Counties

Location County

▼

2nd Location County
(if needed)

▼

Caltrans Property (other than highway/freeway)

Property Name

Address

City

Zip Code

Activities

No Activities.

You must save and complete this location before adding activities.

Continued...

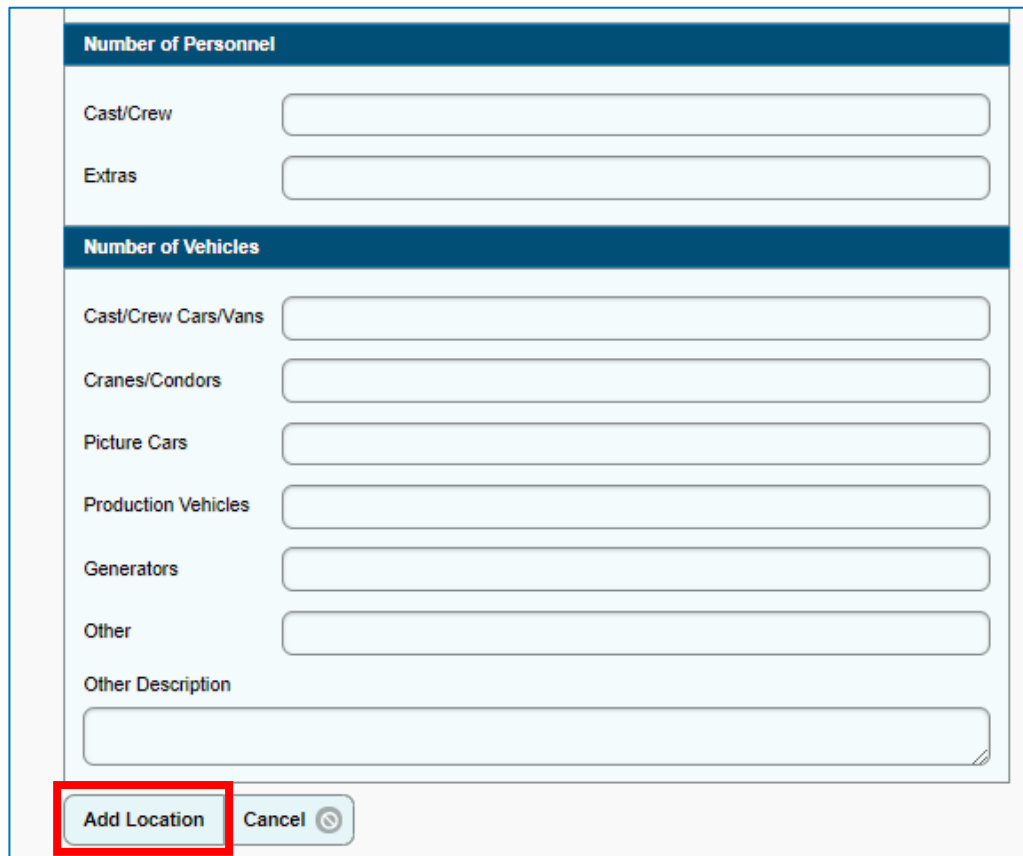
Next, complete the shoot date and times section. Only fill in information for prep and strike dates if they are different from the shoot dates. Use the additional shoot dates fields if you have non-consecutive shoot dates.

Only complete prep and strike if they are separate from shoot dates. If you are shooting overnight specify the start and end dates. If you have non-consecutive shoot days, use the additional boxes to add a second shoot date.

Shoot Dates	
Shoot Start Date	<input type="text" value="mm/dd/yyyy"/>
Shoot End Date	<input type="text" value="mm/dd/yyyy"/>
Shoot Call Time	<input type="text" value=""/>
Shoot Wrap Time	<input type="text" value=""/>
Additional Shoot Dates (if needed)	
Shoot Start Date	<input type="text" value="mm/dd/yyyy"/>
Shoot End Date	<input type="text" value="mm/dd/yyyy"/>
Shoot Call Time	<input type="text" value=""/>
Shoot Wrap Time	<input type="text" value=""/>
Prep Dates (only complete if different than shoot dates)	
Prep Start Date	<input type="text" value="mm/dd/yyyy"/>
Prep End Date	<input type="text" value="mm/dd/yyyy"/>
Prep Call Time	<input type="text" value=""/>
Prep Wrap Time	<input type="text" value=""/>
Strike Dates (only complete if different than shoot dates)	
Strike Start Date	<input type="text" value="mm/dd/yyyy"/>
Strike End Date	<input type="text" value="mm/dd/yyyy"/>
Strike Call Time	<input type="text" value=""/>
Strike Wrap Time	<input type="text" value=""/>

Continued...

Continue scrolling down the page to the personnel and vehicle section. Then, click "Add Location."



The screenshot displays a web form with two main sections: "Number of Personnel" and "Number of Vehicles".

Number of Personnel

- Cast/Crew:
- Extras:

Number of Vehicles

- Cast/Crew Cars/Vans:
- Cranes/Condors:
- Picture Cars:
- Production Vehicles:
- Generators:
- Other:
- Other Description:

At the bottom of the form, there are two buttons: "Add Location" (highlighted with a red box) and "Cancel" (with a circular arrow icon).

Continue to "Activity" section...

Next, you will be directed to the Activity page for that location. Give a brief description of your filming activities in the free field. Then check any of the boxes that apply. If you plan to use a drone, please provide the name of the drone company or operator if you know it. Put TBD if you don't have the name. Describe any stunts.

354 - Test Flight 2
In Progress

Add Activity

Briefly describe Activity (walk and talk, driving shots, etc, models against scenery, etc.) (2000 characters)

Special Effects/Aerials/Stunts - Check all that apply

<input type="checkbox"/> Animals
<input type="checkbox"/> Campfire
<input type="checkbox"/> Explosion
<input type="checkbox"/> Fire Effects
<input type="checkbox"/> Gunfire
<input type="checkbox"/> Helicopter above 500 feet
<input type="checkbox"/> Helicopter below 500 feet
<input type="checkbox"/> Helicopter Landing
<input type="checkbox"/> Open Flame
<input type="checkbox"/> Propane
<input type="checkbox"/> Smoke
<input type="checkbox"/> Sparks
<input type="checkbox"/> Stunt - other than driving
<input type="checkbox"/> Stunt Driving
<input type="checkbox"/> Tent or Canopy
<input type="checkbox"/> Unmanned Aerial Systems - UA S/drones
<input type="checkbox"/> Water Activity

UAS Company (if marked above)

Stunt/Aerial Description (200 characters)

Continued...

If you have any pyrotechnics complete the following section. The State Fire Marshal must approve. If you don't have the information at the time you are submitting the application, you can send it to us later. Next, click the "Add Activity" button.

The following section is only required if one of the following is checked above:

- Explosion
- Fire Effects
- Gunfire
- Open Flame
- Propane
- Smoke
- Sparks

Pyrotechnics (only required if selected above)

Pyrotechnics Effect Description (500 characters)

Technician First Name

Technician Last Name

Technician Phone Number

Technician Email

Add Activity Cancel

You will be taken back to the Locations/Activities page where your location and activity will be listed. You can add a new location if you have multiple or mark the Locations/Activities section complete by clicking the "Complete" button. **Do not click "Complete" until all Locations/Activities have been entered for your project.**

354 - Test Flight 2 In Progress

Locations/Activities

Add your location, shoot dates and times and personnel and vehicle numbers. Once you save a location you will be directed to the Activity page for that location. Once you save the activity for the location you can mark the section complete.

Locations

Highway 2 Angeles Crest Hwy

+ Add Location

Complete + Return to Summary Screen

Continued...

The Locations/Activities section on the Summary Screen will now show the "Complete" status.

If you have completed the Production Company, Contacts, and Locations/Activities sections you can submit the application by clicking the "Submit" button.

71 - Acme Home Improvement Ad In Progress >

Application Summary

There are Five Sections to the Application. Enter and **save** the information in the **Production Company, Contacts** and **Location/Activities** sections and mark complete. Please submit your application at this point.

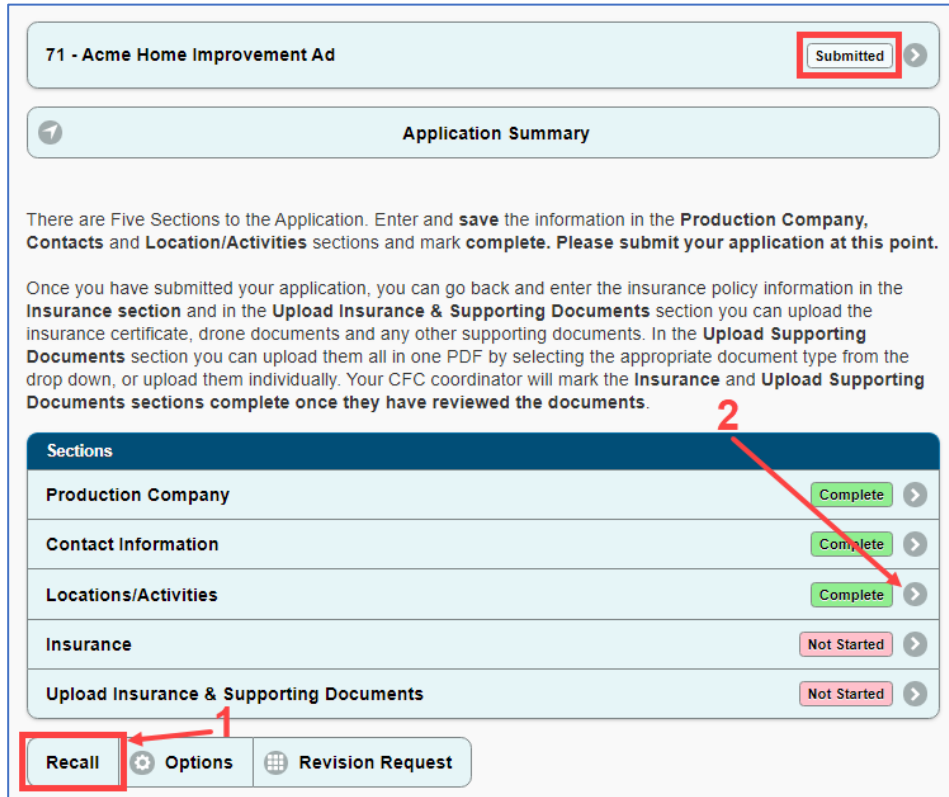
Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance** section and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections complete once they have reviewed the documents.

Sections	
Production Company	Complete >
Contact Information	Complete >
Locations/Activities	Complete >
Insurance	Not Started >
Upload Insurance & Supporting Documents	Not Started >

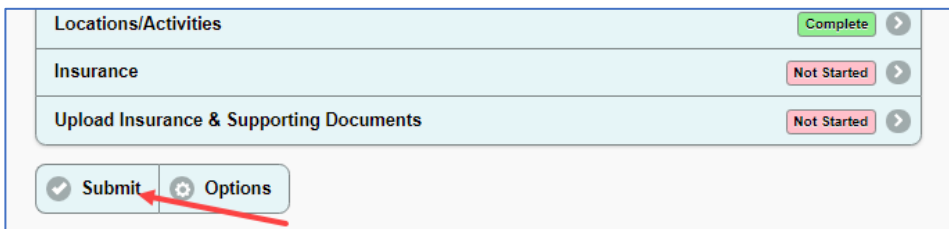
Return to the [help page](#) for more guidance.

See next page for editing information...

If you need to edit your Locations/Activities information while the Application is still in the “Submitted” stage, click “Recall”, and return to the “Locations/Activities” section to edit your information.



After editing, be sure to click the “Submit” button once more.



Once your application is “Under Review” you must select “Revision Request” to edit your information.

