

CFC Permit Application Help Creating New Applications

Before you create a new application, you must first create an account. Return to the <u>help page</u> to learn how to create an account before proceeding.

Create a new application:

Begin by clicking the "Create a New Application" button.



Next, fill in the fields and click the button, "Create Application."

	California Film Permit Application	
•	Create Application	Select from
Project Title Permit Category	Acme Home Improvement Ad Title of your choice Buildings/Facilities (State owned properties, eg: DMV, State prisons	dropdowns
Project Type	Commercial for TV	
Budget Range	\$0 - \$10,000	5
	Create Application	

Once the information required in the "Create an Application" section is entered, the user can move through the 5 sections of the application. An **application summary** screen is shown below:

Ð	Application Summary	
ontacts and nce you have	e Sections to the Application. Enter and save the information in the Produ I Location/Activities sections and mark complete. Please submit your a e submitted your application, you can go back and enter the insurance po ction and in the Upload Insurance & Supporting Documents section yo	application at this poin licy information in the ou can upload the
surance certi ocuments se op down, or ocuments se	tificate, drone documents and any other supporting documents. In the Upl section you can upload them all in one PDF by selecting the appropriate do upload them individually. Your CFC coordinator will mark the Insurance a sections complete once they have reviewed the documents.	ocument type from the
surance certi ocuments se op down, or	ection you can upload them all in one PDF by selecting the appropriate do upload them individually. Your CFC coordinator will mark the Insurance a sections complete once they have reviewed the documents.	ocument type from the
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surance certi ocuments se op down, or ocuments se Sections Production Contact Infe	ection you can upload them all in one PDF by selecting the appropriate do upload them individually. Your CFC coordinator will mark the Insurance a sections complete once they have reviewed the documents.	Not Started

As sections are completed, the boxes on the right-hand side will show as "<mark>Complete</mark>" or "In Progress".

71 - Acme Ho	ne Improvement Ad	In Progress
6	Application Summary	
Contacts and Lo Once you have s Insurance section insurance certific Documents sector drop down, or up	ections to the Application. Enter and save the information in the Producation/Activities sections and mark complete. Please submit your ubmitted your application, you can go back and enter the insurance pron and in the Upload Insurance & Supporting Documents section y ate, drone documents and any other supporting documents. In the Up ion you can upload them all in one PDF by selecting the appropriate doad them individually. Your CFC coordinator will mark the Insurance tions complete once they have reviewed the documents.	application at this point. olicy information in the you can upload the Joad Supporting document type from the
Sections		
Production C	ompany	Complete 🕥
Contact Infor	nation	In Progress
Locations/Act	ivities	Not Started
Insurance		Not Started
Upload Insura	ince & Supporting Documents	Not Started
Submit	3 Options	



Visit the help page for instructions on filling out all five sections

Once the first three sections (Production Company, Contacts, and Location/Activities) are marked as "Complete" the application should be submitted. You must submit your application at least 4 business days (96 hours) before your first prep/shoot date. The "Submit" button will not be active until the first three sections have been completed.

Sections	
Production Company	Complete 🔊
Contact Information	Complete 🔊
Locations/Activities	Complete 🜔
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started
Submit Options	

Hitting the "Submit" button will move you to the "Terms and Conditions" page. Check the "I agree to the above conditions" box and then hit the "Submit Application" bar.

Achie Hon	ne Improvement Ad	In Progress
0	Submit Application	
	erms and Conditions. If you agree to the Terms and Conditions n. You must agree to the Terms and Conditions before you can	
ndemnification. P damages caused lamages caused lamages caused accruing or resulti corporation furnisi corporation who n ermittee shall be versonal property, rranted to Permitt or employees. The mess. This permit or employees. The remiser, proving the State may ter explosion of the epiciting the State divertising, prom may be combined to rights to the im any be combined to rights to the em- might to images mi duseum, Californ Department of Pa heir respective lo est state against 1 company's produc mage(s) or any of	s and Conditions emittee waives all claims against the State, its officers, agents by, arising out of, or in any way connected with the exercise of the sole negligence of the State, its officers, agents or employe armless the State, its officers, agents and employees, from a rig to any and all contractors, subcontractors, suppliers, labore upper and the state, its officers, agents and employees, from a rig to any and all contractors, subcontractors, suppliers, income peraty be injured or damaged by Fermittee in the exercise of right solely responsible and liable for any damage to natural resou or persons caused by, arising out of, or in any way connected ee except for those damages arising out of the sole negligence. Is state shall have the privilege of inspecting the premises cove shall not be assigned. The State reserves the right to use the ded such use does not unreasonably interfere with Permittee's minate this permit at any time if Permittee fails to perform any anner herein provided. The State agrees it will not unreasonable state permit grants the production company non-exclusive perto eowned property in-perpetuity in Al-Media, for any purpose, w toton, marketing and packaging for any product or service. The with other images, lexit and graphics and cropped, altered or the solute to limitations by the following state departments is a Scence Center and Exposition Park, Department of Correct h and Game, Department of Mential Health Services; Department is and Recreation. Limitations on right to images by these de cation agreements and will supersed this general grant of righ the production company is rights hereunder. the conditions above.	right of entry and use under this eas. Permittee shall indemnify, ny and all claims and losses yrs, and any other person, firm or ection with the exercise of rights suiting to any person, firm or to sgranted under this permit. rces, equipment, structures, with the exercise of the rights e of the State, its officers, agents red by this permit at any or all property subject to this permit in rights herein. covenant herein contained at the ly exercise this right of mission to use the image(s) modified, and that the State has outformia African American ions and Rehabilitation; ent of Motor Vehicles; partments will be included in hts. In the event of any claim by claims of the production
		-



You will receive an email from the system letting you know your application has been successfully submitted and the status next the project name will change to "Submitted".

71 - Acm	ne Home Improvement Ad	Submitted D
0	Application Summary	
	Five Sections to the Application. Enter and save the information in the Product and Location/Activities sections and mark complete. Please submit your ap	
nsurance nsurance o Document Irop down,	have submitted your application, you can go back and enter the insurance polic section and in the Upload Insurance & Supporting Documents section you certificate, drone documents and any other supporting documents. In the Uploa s section you can upload them all in one PDF by selecting the appropriate doc or upload them individually. Your CFC coordinator will mark the Insurance an s sections complete once they have reviewed the documents.	can upload the ad Supporting ument type from the
	ion Company	Complete
Contact	Information	Complete
Location	ns/Activities	Complete
Insuran	ce	Not Started
Upload I	Insurance & Supporting Documents	Not Started
Recall	Options	

Applicants can add information in the Insurance section and upload documents in the Upload Insurance & Supporting Documents section either before or after they have submitted their application. The status for these sections will show "In Progress" The CFC Permit Coordinator will mark those sections <u>complete</u> once they have reviewed the documents.

Return to the <u>help page</u> for more guidance.

See next page for editing information...



If you need to edit any information while the Application is still in the "**Submitted**" stage, click "**Recall**", and return to the section in which needs editing, and edit your information.

71 - Acme	Home Improvement Ad	Submitted
0	Application Summary	
	e Sections to the Application. Enter and save the information in the Produc t I Location/Activities sections and mark complete. Please submit your ap	
Insurance se insurance cer Documents s drop down, or	e submitted your application, you can go back and enter the insurance polic ction and in the Upload Insurance & Supporting Documents section you tificate, drone documents and any other supporting documents. In the Uploa section you can upload them all in one PDF by selecting the appropriate doc upload them individually. Your CFC coordinator will mark the Insurance an sections complete once they have reviewed the documents. 2	can upload the ad Supporting ument type from the
	1 Company	Complete
Contact In	formation	Complete
Locations/	Activities	Complete
Insurance		Not Started
Upload Ins	urance & Supporting Documents	Not Started
Recall	Options	

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

Locations/Activities	Complete 📀
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started
Submit O Options	

Once your application is "Under Review," you must select "**Revision Request**" to edit your information.

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