

# CALIFORNIA



## Film Commission

### Caltrans Applications Guidelines

July 16, 2021

*The following guidelines have been created so that the CFC, Caltrans and the CHP may better serve the needs of the productions applying for permits. Please note that exceptions may be made on a case-by-case basis only, also that unforeseen circumstances may necessitate changes to these procedures. Be aware, however, that everyone involved will always do their best to accommodate your production.*

#### CONTACTS

California Film Commission (CFC) Patrol	Caltrans District 7 &	California Highway Patrol
Caltrans Permit Coordinator <b>David Booth</b> <a href="mailto:david.booth@film.ca.gov">david.booth@film.ca.gov</a> 323-817-4104	State Film Permit Coordinators <b>Chuck Keeling</b> <a href="mailto:charles.keeling@dot.ca.gov">charles.keeling@dot.ca.gov</a> 213-393-7326 cell <b>Tuan Hua</b> <a href="mailto:tuan.hua@dot.ca.gov">tuan.hua@dot.ca.gov</a> 661-305-1125 cell	Statewide Film Media Relations <b>Officer Ian Ramer</b> <a href="mailto:Ian.Ramer@film.ca.gov">Ian.Ramer@film.ca.gov</a> 323-860-2960, ext. 103 (off) 213-703-2070 (cell)

Go to: <https://film.ca.gov/state-permits/> to submit your online applications for permits

Permit applications for routine film activities should be submitted at least four business days (or 96 business hours) in advance of an activity. This will allow time for Caltrans staff and their associated contacts to properly assess the feasibility of issuing a permit on highway facilities.

When filling out applications, be as specific as possible. Include cross streets, mile markers, etc. whenever possible. Narrow down the time limit and physical limits. Information that are too broad may be turned down. For example, the 12-hour activity window being requested may be rejected; whereas a four-hour window of time actually needed for an activity may be more acceptable.

When you have questions about a specific Caltrans location, start with a call to Tuan Hua or Chuck Keeling. If necessary, they will direct you to the appropriate region or District representative for further discussion. Please note a verbal concurrence from a District representative does not constitute automatic approval of a permit. There may be several other factors involved in processing and approving a film permit that the District representative has no control over. So, start with a call to Tuan Hua or Chuck Keeling and submit your online application as soon as possible. If you have any questions about the permit, insurance requirements, or fees, call David Booth at the CFC.

As a general rule, one (1) permit may be submitted for more than one location or for more than one day if the locations are within the same district. The filming activity proposed must be similar at each location and the days being requested are consecutive. If not all the locations being requested are accessible or available for the days being requested, you will be asked to revise your application.

**An applicant may be instructed to apply for separate permits for the following situations:**

- **A request includes** the use of both freeway *and* highway (even if they're in the same district)
- **An activity includes** bridges that require special considerations
- The locations that require road closures

### REVISIONS

**Revisions that are deemed larger in scope from the original application will be rejected.** If expansion of scope is necessary, the original application will be cancelled, and you will be asked to submit a new application with a new 4-day approval process.

Please be aware that **numerous revisions** submitted late in the process could require a new permit application and the start of another 4-day approval process.

A new permit application and possibly a new 4-day approval process could be requested if:

- the original permit had already been issued,
- there are too many changes,
- days are added that are not within the same week the original permit was for,
- there is a change of location and/or district,
- the scope of the work is different,
- the revision entails a closure.

### DENIALS

Permits may be denied if:

- applications and/or changes are submitted too late and too close to your shoot date.
- there are extenuating circumstances (ongoing construction, scheduled maintenance activity, public events, etc.)
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