



WHAT ARE THE PERMITTING REQUIREMENTS FOR
COMMERCIAL FILMING – TEMP.

Information
Bulletin

230

City of Murrieta
1 Town Square, Murrieta CA 92562

February 2020

I. OVERVIEW

The purpose of this Information Bulletin is to explain the permitting requirements for temporary commercial filming activities in the City of Murrieta.

II. WHO DO I CONTACT AT THE CITY?

Please contact Jarrett Ramaiya, City Planner with the Planning Division to **initiate** this process at (951) 461-6060 / JRamaiya@MurrietaCA.gov

Please contact Business Licensing at (951) 461-6040 or visit <https://www.murrietaca.gov/170/Business-Licenses>

Please contact Catherine Morales with the Engineering Department at (951) 461-6077 / CMorales@MurrietaCA.gov to determine if an **Encroachment Permit** and/or **Traffic Control Plan** would be required for commercial filming activities.

III. FILMING AT PARK AREAS

- For specifics with regarding to filming at City parks, please contact the Parks and Recreation director at (951) 304-PARK.
- It is recommended that you check at least **six months** in advance to see if the facility is available or if it has been reserved. Ideally if you know in advance of **one year** that would be advisable. This varies with scale of the filming production and what resources would need to identified.

IV. FILMING WITHIN THE PUBLIC RIGHT-OF-WAY

- Any commercial filming activities taking place within public rights-of-way or requiring street closures are subject to approval of an encroachment permit and traffic control plan from the engineering department.

- Please contact Catherine Morales with the Engineering Department at (951) 461-6077 / CMorales@MurrietaCA.gov to determine if an Encroachment and/or Traffic Control Plan would be required for commercial filming activities.

V. REQUIREMENTS FOR COMMERCIAL FILMING

- A completed **DS-258 Commercial Filming Application (Temporary Use Permit)** with the accompanying documentation:
- **Applicable Fee(s)**. To View the fee schedule: <https://www.murrietaca.gov/167/Finance>
- A **Business License** is required for commercial filming activities. Please contact Business Licensing at (951) 461-6040 or visit <https://www.murrietaca.gov/170/Business-Licenses>
- **Seven (7) Sets** of a **Site Plan** (Folded To 8 ½" X 11") and a digital copy on a memory stick if available.
- A completed **Temporary Commercial Filming Indemnification and Hold Harmless Form "Exhibit A."**
- A **Certificate of Insurance** indemnifying the City of Murrieta as an additional insured shall be provided. Refer to **Commercial Liability Insurance Example "Exhibit B"** for further information.
- **Additional Insurance:** For potential hazardous activities associated with filming. Examples include: implementation of stunts, aircraft, drones, etc. Verify with City Staff on amount needed to satisfy this requirement (If Applicable).
- **Encroachment Permit:** For filming at roadways or similar locations (If Applicable).

- **Traffic Control Plan:** For filming at roadways or similar Locations (If Applicable).
- **Hazardous Activities and Control Methods Plan:** As Determined By Police and Fire (If Applicable).
- Copy of The **Drone Pilot's FAA License** (If Applicable).
- Copy of the **FAA Registration Card** for each drone that will be on location (If Applicable).
- A **Map** showing the flight area (If Applicable).
- **FAA Approval** (If Applicable).

Documents Referenced in this Information Bulletin

- Murrieta Municipal Code, [§16.70.030K](#)
- [Riverside County Film Commission](#)
- DS-258 Commercial [Filming Application](#) (Temporary Use Permit)
- [Business Licenses | Murrieta, CA](#)
- [City Fee Schedule](#)

VI. PROHIBITED ACTIVITIES:

- Any filming activity that creates a substantial risk of injury to persons, damage to property or a significant degradation of the environment or that is contrary to the public health, safety or welfare, including but not limited to, disruption of emergency access to surrounding properties.
- Any filming activities that violate any applicable City codes including the City's Grading and Noise Ordinances.

VII. OTHER RESOURCES FOR TEMPORARY COMMERCIAL FILMING?

The Riverside County Film Commission provides assistance with respect to potential filming locations, commercial filming tax credits, and other filming related resources. For further information please contact:

Riverside County Film Commission
3403 Tenth Street, Suite 400
Riverside, CA 92501
(951) 955-2044
www.filmriversidecounty.com