



## USDA Forest Service Commercial Photography & Filming Request

This is a generic commercial photography/filming request that may be submitted to any National Forest. This represents the minimum information that most National Forests will need to be able to process a request for commercial photography or filming. **However, please consult the individual forest for any additional information relevant to the specific forest.**

Forest Service staff on an individual forest may be available to assist you in answering preliminary questions or determining an appropriate location for filming or photography activities on that forest. In California, CA Film Commission Regional Office staff may be available to answer questions, assist in determining an appropriate filming location, and/or facilitating contact with US Forest Service staff. Please refer to the end of this document for California-specific information, “US National Forests in California and Corresponding Regional Film Offices.”

Fill out permit request information and fax, email, or drop off in-person the request and attach a detailed map showing proposed filming locations and staging areas (1:24,000 scale topographic map, including legal descriptions – Township, Range, Section[s]) to the Special Uses Lands Officer at the relevant National Forest (find contact info specific to a National Forest [here](#)). Please be advised that if the request is approved, insurance will be required. Please see below for insurance requirements for all commercial filming and photography activities.

The Forest Service generally requests **two (2) weeks** advance notice to process a permit application; please try to submit a request at least two weeks in advance of anticipated filming date. Please note that the request may be delayed if a map without sufficient detail is not provided.

### Insurance Certificate Requirements

**One (1) Million General Liability is required, submitted on ACORD 25 2009 form. If aircraft is involved, the Minimum Coverage Amount is \$5 million.**

The certificate of insurance must show the “United States Government” (*not* “US Forest Service”) as additional insured in the certificate holder box and on the endorsement page of the certificate. The certificate and the endorsement page must be submitted to the forest either with the permit request or immediately upon approval of the request, before activities commence.

The following clause must also appear on the face of the certificate and on the endorsement page of the certificate:

“It is understood and agreed that the United States of America, \_\_\_\_\_ National Forest, U.S. Department of Agriculture, is additionally insured solely as respects liability arising from operations of the name insured.”

## Fee Schedule & Payment

Commercial filming and photography activities are subject to a per day use fee, determined by the size of the cast and crew present, and a non-refundable cost recovery fee (which covers Forest Service administrative and personnel costs) Payment must be made by check (no cash) at the National Forest Supervisor’s Office prior to first day of prep or filming. Please make checks payable to USDA Forest Service. Please see the fee schedule (below) for a list of fees.<sup>1</sup>

Cost Recovery Fees		
Fee	Hours	Rate
1	>1 and up to and including 8	\$109
2	>8 and up to and including 24	\$386
3	>24 and up to and including 36	\$726
4	>36 and up to and including 50	\$1,040
5	Varies	As specified in CR regulations
6	>50	Full actual costs

Permit Fees		
Number of People (Cast & Crew)	Still Photography	Filming Fee Per Day
1-10 persons	\$50/day	\$150/day
11-30 persons	\$150/day	\$200/day
31-60 persons	\$250/day	\$500/day
60+ persons	\$250/day	\$600/day

## Information for Students

Student filmmakers are required to pay a minimum cost-recovery fee. However, use fees may be waived if students produce a letter on letterhead from the school stating that the film is a class requirement and has no commercial value.

<sup>1</sup> Cost recovery fees are adjusted on an annual basis to reflect the consumer price index. Prices current as of 12/10.

<sup>2</sup> Categories 1-4 are considered “minor.” Categories 5 & 6 are “major.”

## USDA Forest Service Commercial Filming &amp; Photography Request

<b>Application Information</b>	
National Forest	
Proposed Production Date(s)	
Date of application	
Company Information <i>Name, address, email, phone, fax, FedEx#</i>	
Project Title	
Primary Contact <i>Name &amp; title, email, phone, cell, fax</i>	
Secondary Contact <i>Name &amp; title, email, phone, cell, fax</i>	

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<b>Production Information</b>	
Type	
Proposed Location(s) <i>Describe filming/staging areas &amp; attach map.</i>	
Total People on Set	
Set Up <i>Date(s), length of time, time of day</i>	
Filming <i>Start/stop</i>	
Breakdown & Restoration <i>Start/stop</i>	
Alternative Filming Date(s)	
Parking <i>Describe situation for vehicles, equipment, aircraft, etc.</i>	
Staging <i>Describe situation for dressing rooms, catering, portable restrooms, etc.</i>	
Proposed Stunts, Special Effects, & Sensitive Sites involved	Pyrotechnics Aerial Stunts Helicopter/Plane Shoot (Plan of Activity & Safety Plan required) Night shoot (additional monitoring fee may apply) Hazardous Materials Domestic Animals (list): Wild Animals (list): Riparian Areas Developed Recreation Sites (Visitor's Centers, Campgrounds, etc.) Other (describe):
Additional Details	Involves overnight set storage and/or security guard Requires special weather effects (describe): Involves Wilderness Areas Other (describe):

USDA Forest Service Commercial Filming & Photography Request

<b>Project Information &amp; Description of Equipment</b>	
Describe project & any proposed ground disturbing activities.  <i>Attach storyboard if applicable.</i>	
Equipment detail  <i>Provide numbers for each of the following</i>	Generators Trucks Motor homes/RVs Vans / buses Portable restrooms / honeywagons Picture vehicles Crew vehicles Catering vehicles Other vehicles Tents Other (describe)
Action involving vehicles and/or equipment	
Proposed large props and/or weapons	
If needed, who is providing traffic control?  <i>Please specify entity</i>	
Will part of the shoot be on adjacent non-FS land (private or other government entity)?  <i>If so, please attach copies of other agency permits and/or letter of permission if available.</i>	

<b>Additional Required Elements</b>
<ul style="list-style-type: none"> <li>• Please attach copies of other required permits, if available.</li> <li>• Please attach Aviation Safety Plan/POA, if required.</li> </ul>

**THIS PAGE TO BE COMPLETED BY FOREST SERVICE**

<b>Application Review</b>	
Collection Agreement	
Certificate of Insurance	
Bonding Information	
Other Property Owner Permissions	
Road Encroachment Permit	
Fire Safety Plan	
NEPA analysis needed	

<b>Fees (see page ii for detailed fee information)</b>	
Cost Recovery Fee (non-refundable)	
Photography or Film Fee	
Unique Site or Other Fees	
<b>Total Permit Fee</b>	

**Application Reviewed By:**

**Date:**