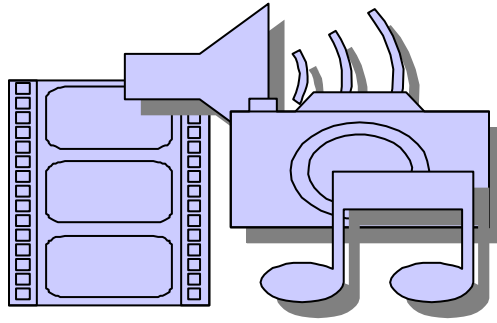


# FOSTER CITY PHOTOGRAPHY/FILMING TEMPORARY USE PERMIT

## APPLICATION AND INFORMATION



610 Foster City Boulevard  
Foster City, CA 94404  
(650) 286-3225  
[cdd@fostercity.org](mailto:cdd@fostercity.org)

September 2008

### CONTENTS

- Review Process for Photography/Filming Permit
- Submittal requirements
- Photography/Filming Permit Application
- Agreement Regarding Filming Activities
- Certificate of Insurance
- Business License Application
- Park Use Application
- Fire Department Application for Use of Pyrotechnics
- Building Permit Application

**City of Foster City**

# Review Process for Photography/Filming Temporary Use Permit

## 1. WHY REVIEW IS REQUIRED

The review of filming proposals is required in order to ensure that such activities are performed in a safe manner and do not interfere with traffic or the citizens' normal enjoyment of neighborhoods and City facilities.

## 2. WHEN REQUIRED

All requests for filming in Foster City must be received a minimum of 2 weeks prior to the date that filming is proposed and will be reviewed by the Interdepartmental Review Committee (IDEC) or Community Development Director. Filming shall include, but not be limited to, both still and motion photography, and include an production requiring exterior use of public or private property of any kind. Exceptions:

## 3. APPLICATION

Review will begin upon submittal of the application and attachments listed under Submittal Requirements. The package submitted to the Community Development Department will include copies of any other applications submitted to other reviewing departments for special purposes, such as use of park facilities, pyrotechnics, etc.

## 4. FEES AND DEPOSITS

The Photography/Filming temporary Use Permit itself requires payment of a processing fee per the most recent Master Fees & Services Charges Schedule adopted by the City Council. In addition, most of the related permits required to be submitted to other departments also require payment of a fee, specifically:

- Business License
- Park Use Permit
- Ground Level Special Effects Permit
- Building Permit
- Encroachment Permit

In addition, the use of police or fire personnel requires pre-payment for their time, at a rate to be determined by the City.

## 5. REVIEW FOR COMPLETENESS

Upon receipt of the required information, a Planning/Code Enforcement Division staff member will be assigned to review the application. The information submitted will be checked for completeness, and if complete, will be scheduled for review.

## 6. SCHEDULING

When an application has been determined to be complete, it is then scheduled for review by the IDEC at its next available meeting. IDEC meets each Tuesday morning. Agendas are prepared on Wednesday mornings following Tuesday morning IDEC meeting. The applicants will be invited to attend the IDEC meeting in order to provide information and answer questions.

## 7. CRITERIA FOR REVIEW

As indicated above, the basic intent of the review is to ensure that the photography/filming is performed in a safe manner and that the citizens' normal enjoyment of the City neighborhoods and facilities is not diminished.

## 8. ACTION

The Community Development Director will act to approve, approve with conditions, or deny the application taking into account the comments received from IDEC.

## 9. APPEALS

The applicant or any person may appeal a decision of the Community Development Director by submitting a letter of appeal or completed appeal form and a filing fee of \$100 within ten (10) calendar days of the date of the decision. If the tenth day falls on a weekend or holiday, the appeal period ends at 5:00 p.m. on the next working day. No photography/filming activity shall take place while an appeal is pending.

A letter of appeal or completed appeal form must specify:

- a. The person making the appeal.
- b. The specific item of appeal, and all supporting documentation.
- c. The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the City's General Plan, state or local laws, or stating reasons why the action of the Community Development Director would adversely affect surrounding property, neighborhood and/or the City.
- d. Relief or action sought

Decisions of the Community Development Director may be appealed to the Planning Commission and decisions of the Planning Commission may be appealed to the City Council.

## **Submittal Requirements For Photography/Filming Permit**

In order to apply for a Photography/Filming permit, please submit the following to the Community Development Department.

1. Completed "Agreement between (the requesting) Film Company and the City of Foster City Regarding Filming Activities" with appropriate attachments:
  - A. Completed Photography/ Filming Permit Application form
  - B. Proof of insurance as evidence by a policy in the amount of \$1 million (or greater, if determined by the City to be required) from an insurance company deemed acceptable to the City which names the Estero Municipal Improvement District and the City of Foster City as additionally insured
  - C. Business License Application\* (submit a copy of the application submitted to the Financial Services Department)
  - D. Park Use Permit Application\* (if applicable) (submit a copy of the application submitted to the Parks and Recreation Department)
  - E. Fire Department Application for Use of Pyrotechnics\* (if applicable) (submit a copy of the application submitted to the Fire Department)
  - F. Building Permit Application\* (if applicable) (for temporary structures, temporary electricity, temporary metering and /or temporary lighting) (submit a copy of the application submitted to the Building Inspection Division)
  - G. Encroachment Permit Application\* (if applicable) (submit a copy of the application submitted to the Public Works Department)
  - H. Traffic Control Plan (if applicable) (submit a copy if filming within the public right-of-way to the Public Works Department for any requested lane closures for filming operations adjacent to streets which could cause a distraction to drivers)
2. Processing Fee (per the Master Fees & Services Charges Schedule)

**AGREEMENT BETWEEN \_\_\_\_\_ FILM  
COMPANY AND THE City OF FOSTER CITY REGARDING FILMING ACTIVITIES**

1. All filming companies shall complete the Photography/Filming Permit Application (Attachment A); the Certificate of Insurance Form (Attachment B); and the Business License Application (Attachment C); companies planning on filming on Foster City Parks and Recreation property shall complete the Facility Application and Use Permit (Attachment D); companies filming ground level special effects shall complete the Fire Department Application for Use of Pyrotechnics (Attachment E); companies requesting temporary structures, temporary electricity, temporary metering, and/or temporary lighting shall complete the Building Permit Application (Attachment F). Any company that completes Attachment F must also have their temporary facilities inspected by the Chief Building Official or his/her designee.
2. The Community Development director of his/her designee shall coordinate all requirements and permits requested by other City Departments. Typical areas of review by other departments or divisions include:
  - Finance – Business License
  - Parks and Recreation – Use of any recreation or park facilities
  - Public Works – Traffic control and street closures
  - Risk Manager – Filming on any City-owned property
  - Fire – request by film company for fire personnel (see Photography/Filming Permit Application) and use of ground level special effects
  - Police Department – Request by film company for police personnel (see Photography/Filming Permit Application)
  - Building – Temporary structures/lighting/electricity/metering
3. Foster City Photography/Filming Temporary Use Permits require payment of a Use Permit fee. In addition, business license fees shall be charged and use of police or fire personnel requires pre-payment for their time, at a rate to be determined by the City. The attachments required under certain circumstances (see #1 above) also have permit fees. The film company is responsible for a cancellation fee based on time and materials expended by the City employees, less the business license fee.
4. The following time limits must be followed: application shall be submitted by 5:00 p.m. Tuesday for review by IDEC the following Tuesday. The City shall take every possible attempt to comply with a 10 working day time limit for road closures, as required by the California Film Commission, State Department of Commerce.
5. Foster City vehicles, uniforms, insignia, and equipment will not be made available for use by film companies.
6. Foster City streets must be posted for parking restrictions or filming in or off the street 24 hours prior to call time, or as required by the City (up to a maximum of 72 hours in advance). A police officer must accompany a production crew

member in this activity or verify that it has been done 24 hours in advance. Shooting within a completely enclosed building does not require posting.

7. Private residential areas may be used for filming if the filming company can comply with Section 17.68.030, Noise, of Chapter 17.68 (Performance), of Title 17 (Zoning) of the Foster City Municipal Code. Filming may only occur between the hours of 7:30 a.m. and 8:00 p.m. except that night shooting between the hours of 10:00 p.m. and 7:00 a.m. may be permitted with written approval obtained 48 hours in advance by all property owners within 300 feet and the President or Property Manager of the Homeowners' Association (if any). Such approval must be procured by the filming company and must be submitted prior to issuance of the film permit.
8. Commercial and industrial streets cannot be used between the hours of 6:00 a.m. and 10:00 a.m. and 3:00 p.m. and 7:00 p.m. on weekdays due to peak hour traffic. Commercial and industrial buildings are available for inside filming during these hours if the film company vehicles are safely parked.
9. Traffic control plans must be submitted to the Department of Public Works, Fire Department, and the Police Department for approval 4 working days prior to any street closures. Appropriate detours must be shown for any boulevard closures. Uses of City police reserves for filming involving a public street may be required, regardless of security measures provided by the film company.
10. The production company shall not interfere with normal activities of a neighborhood. Filming crews and equipment shall not interfere with street sweeping or refuse collection. Public access to public and private property must be maintained.
11. All locations, including buildings and landscaping, must be left in the same condition as they were prior to filming activity. No littering is permitted and all locations must be cleaned up prior to leaving the site.
12. The City and the Estero Municipal Improvement District shall be held harmless for any damages which may result from filming activities.
13. Filming and photography done by or on behalf of the City, or for personal or family use is exempt from review by the City of Foster City.

---

Community Development Director

---

Date

---

Film Company Representative

---

Date

FILM PERMIT RIDER (for minor revisions before completion of filming activity):

---

---

---

---

---

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Film Company Representative

\_\_\_\_\_  
Date

Attachment A  
**PHOTOGRAPHY/FILMING PERMIT APPLICATION**

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Company: \_\_\_\_\_ Project Title: \_\_\_\_\_

Address: \_\_\_\_\_ Production type: \_\_\_\_\_

\_\_\_\_\_ Location Manager: \_\_\_\_\_

\_\_\_\_\_ Production Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Emergency Contact/Phone: \_\_\_\_\_

Date	Time	Location and Activity	P/F/S*

\*Preparation/Filming/Strike

Total Personnel: \_\_\_\_\_ Total Vehicles/Equip.: \_\_\_\_\_ Animals: \_\_\_\_\_

Generator: Yes/No No. Cars: \_\_\_\_\_ No. Trucks: \_\_\_\_\_ No. Motorhomes: \_\_\_\_\_ Other: \_\_\_\_\_

Pyrotechnics Proposed: \_\_\_\_\_ Special Effects Permit #: \_\_\_\_\_

Pyrotechnician: \_\_\_\_\_ License #: \_\_\_\_\_

Police required: Yes/No Fire required: Yes/No Other required: \_\_\_\_\_

Approvals (initials): Police \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_

Other provisions: \_\_\_\_\_ Attachments: \_\_\_\_\_

This permit must be canceled by \_\_\_\_\_ or permittee will be charged approximately \_\_\_\_\_ for personnel costs.

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permittee agrees to all the terms and conditions of this permit including provisions on the reverse side of this form and any attachments;

Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Q:\CDD\DOCS\PDFRM\PHOTOPMT.LJC

## PHOTOGRAPHY/FILMING PERMIT APPLICATION TERMS AND CONDITIONS

The Permittee waives all claims against City of Foster City, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit and the Permittee agrees to save harmless, indemnify and defend City of Foster City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City of Foster City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by the Permittee of the rights hereby permitted, except those arising out of the sole negligence of City of Foster City.

City of Foster City shall have the privilege of inspecting the premises covered by this permit at any or all times.

This permit shall not be assigned.

City of Foster City may terminate this permit at any time if the Permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City of Foster City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the Permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City of Foster City.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

The Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

The Permittee agrees to comply with the terms and conditions contained in all attachments, which terms and conditions are by this reference made a part thereof.

The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permit must be kept on-site at all times and available for inspection by authorized City employees.

Q:\CDD\DOCS\PDFRM\PHOTOPMT.LJC

<b>GENERAL LIABILITY SPECIAL ENDORSEMENT</b>		1. ENDORSEMENT NO.	2. ISSUE DATE																				
<b>3. PRODUCER</b>  	<b>5. POLICY INFORMATION</b> Carrier: _____ Policy Number: _____ Policy Period: _____ COVERAGE TRIGGER (check which): <input type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made LOSS ADJUSTMENT EXPENSE <input type="checkbox"/> Included in Limits <input type="checkbox"/> In Addition to Limits																						
<b>4. INSURED</b>  	<b>6.</b> <input type="checkbox"/> Deductible <input type="checkbox"/> Self-insured RETENTION (check which) of \$ _____ with an Aggregate of \$ _____ applies to _____ (which) coverage. <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Per Claim																						
<b>7. APPLICABILITY</b> This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the City/County unless checked here <input type="checkbox"/> in which case only the following specific agreements and permits with the City/County are covered: CITY/COUNTY AGREEMENTS/PERMITS																							
<b>5. TYPE OF INSURANCE</b> <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> COMPREHENSIVE FORM _____ (Retroactive Date)																							
<b>8. COVERAGES</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2" style="text-align: center;">LIABILITY LIMITS IN THOUSANDS \$</th> </tr> <tr> <th style="text-align: center;">EACH OCCURRENCE</th> <th style="text-align: center;">AGGREGATE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> PREMISES/OPERATIONS</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> UNDERGROUND &amp; COLLAPSE HAZARD</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> CONTRACTURAL</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> INDEPENDENT CONTRACTORS</td> <td></td> <td></td> </tr> </tbody> </table>			LIABILITY LIMITS IN THOUSANDS \$		EACH OCCURRENCE	AGGREGATE	<input type="checkbox"/> PREMISES/OPERATIONS			<input type="checkbox"/> UNDERGROUND & COLLAPSE HAZARD			<input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS			<input type="checkbox"/> CONTRACTURAL			<input type="checkbox"/> INDEPENDENT CONTRACTORS			<b>10. OTHER PROVISIONS</b> The City of Foster City and the Estero Municipal Improvement District are named as additional insureds.	
	LIABILITY LIMITS IN THOUSANDS \$																						
	EACH OCCURRENCE	AGGREGATE																					
<input type="checkbox"/> PREMISES/OPERATIONS																							
<input type="checkbox"/> UNDERGROUND & COLLAPSE HAZARD																							
<input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS																							
<input type="checkbox"/> CONTRACTURAL																							
<input type="checkbox"/> INDEPENDENT CONTRACTORS																							
<b>11. CLAIMS</b> Underwriter's representative for claims pursuant to the insurance.																							
In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:																							
<b>12. ADDITIONAL INSURED.</b> The City/County and its respective officers, agents and employees are included as additional insureds with regard to liability and defense of suits arising from the operations and uses performed by or on behalf of the named insured.																							
<b>13. SEVERABILITY OF INTEREST.</b> This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. This inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.																							
<b>14. CANCELLATION OF NOTICE.</b> With respect to the interests of the City/County this insurance shall not be cancelled, or material reduced in coverage or limits except after thirty (30) days prior written notice to the City/County.																							
Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.																							
<b>15. AUTHORIZED REPRESENTATIVE</b> <input type="checkbox"/> Broker/Agent <input type="checkbox"/> Underwriter <input type="checkbox"/> _____																							
<b>16. I</b> _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.																							
Signature _____ (original signature required on copy furnished to the City/County.)																							
Telephone: (     ) _____		Date Signed _____																					

Attachment C

REGISTRATION FORM  
BUSINESS LICENSE TAX

*City of Foster City*

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404  
(650) 286-3258  
FAX (650) 574-3483

B/L #
Sic Code
Classification

**PLEASE PRINT OR TYPE. YOU MUST COMPLETE BOTH SIDES.**

BUSINESS NAME			
BUSINESS ADDRESS (NO P.O. BOX, MAIL DROP ADDRESS OR ANSWERING SERVICE)			
NUMBER	STREET/AVE./BLVD.	SUITE/RM	
CITY	STATE	ZIP	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			
NUMBER	STREET/AVE./BLVD.	SUITE/RM	
CITY	STATE	ZIP	
BUSINESS PHONE	CELL PHONE NO.	E-MAIL ADDRESS	DATE BUSINESS STARTED IN FOSTER CITY
TYPE OF OWNERSHIP (CIRCLE ONE) S = SOLE PROPRIETORSHIP P = PARTNERSHIP C = CORPORATION OTHER: _____		OWNER'S NAME(S)/PARTNERS/PRESIDENT	
NATURE OF BUSINESS		NO. OF EMPLOYEES IN FOSTER CITY (INCLUDE OWNERS)	
		DAYS & HOURS OF OPERATION	
FEDERAL IDENTIFICATION NO.		STATE SELLER'S PERMIT.	
SOCIAL SECURITY NO.		STATE PAYROLL IDENTIFICATION NO.	
STATE CONTRACTOR'S LICENSE NO.		GROSS RECEIPTS	PRIOR TAX
TYPE (A, B, C OR D)	EXPIRATION DATE (MM/DD/YY)	CURRENT	PENALTY
		PROCESSING FEE	TOTAL TAX
<b>OTHER INFORMATION</b>			
OWNER'S NAME _____			
RESIDENCE ADDRESS _____			
CITY _____ STATE _____ ZIP _____			
RESIDENCE PHONE NO. _____			
SOCIAL SECURITY NO. _____			
<b>EMERGENCY CONTACT</b>			
NAME _____			
RESIDENCE ADDRESS _____			
CITY _____ STATE _____ ZIP _____			
RESIDENCE PHONE NO. _____ CELL PHONE NO. _____			

REVERSE SIDE MUST BE COMPLETEED

## APPLICANT'S DECLARATION OF HOME OCCUPATION

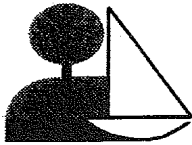
A "home occupation" is defined as an accessory use for a dwelling unit for employment and/or business activities. The eligibility of a business to be conducted in a residential district shall be determined by its ability to meet the following standards:

- A. The business must be in compliance with all other applicable federal, state and city laws, ordinances or regulations.
- B. The business shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall be conducted entirely within the enclosed living area and/or garage of the dwelling. The business use, including related equipment materials, etc., shall be limited to a maximum of fifteen percent of the interior floor area and ten percent of the garage area of the dwelling unit. Storage of materials within or use of the garage for business purposes shall not interfere with the ability to park within the garage the number of vehicles it was designed to hold.
- C. Permanent residents of the dwelling are the only persons permitted to engage in business operations conducted within the dwelling.
- D. The exterior of the dwelling or garage shall not be altered in any way which calls attention to the fact that the house is being used for business purposes or which causes the premises to differ from its original residential character through the use of colors, materials, construction or lighting.
- E. The business conducted within the dwelling or garage shall be conducted in a manner which does not adversely affect the neighborhood with respect to impacts caused by traffic circulation, parking, crime, security matters, noise, odor, light, glare, liquid or solid waste, vibration or smoke or the creation of any public health or safety risks or other nuisance, as determined by the City.
- F. The business shall not cause an increase in the use of any utilities or services (water, sewer, electrical, garbage or police, fire, etc.) such that the combined total use for dwelling and business purposes substantially exceeds the average for residences in the neighborhood.
- G. Equipment shall not be utilized which creates noise or vibrations in violation of Chapter 17.68 of the Foster City Municipal Code or which generates visual or audible electrical or electronic interference in any television, radio, telephone, or other transmitters, receivers or electrical equipment.
- H. The storage of hazardous or flammable materials is strictly prohibited.
- I. One vehicle owned by or registered to the business may utilize one of the dwelling unit's parking spaces if the vehicle is also the principal practitioner's primary form of personal transportation. Any need for parking (business or client visitation) shall be met off the street in either a garage or on a driveway apron.

<b>Step 1: DETERMINE YOUR CATEGORY</b>	
<p>If you are a contractor and your <u>State Contractor's License</u> is an "A" or "B" license, the business license fee is \$50.00 plus a one-time processing fee of \$22.70 for a total fee of <u>\$72.70</u>. <b>SUBMIT CHECK FOR \$72.70, DO NOT USE CALCULATION SHEET BELOW.</b></p> <p>If you are a contractor and your <u>State Contractor's License</u> is a "C" or "D" license, the business license fee is \$25.00 plus a one-time processing fee of \$22.70 for a total fee of <u>\$47.70</u>. <b>SUBMIT CHECK FOR \$47.70, DO NOT USE CALCULATION SHEET BELOW.</b></p> <p>For all other applicants, the business license fee is based on gross receipts. Please fill out the calculation sheet below in order to calculate your business license fee.</p>	
<b>Step 2: ESTIMATED GROSS RECEIPTS</b>	
<p>FROM _____ (MM/DD/YYYY) (February 1 of the current year, unless multiple years are being paid)  TO JANUARY 31, _____ (YYYY) (next year)</p> <p>➤ ENTER YOUR ESTIMATED GROSS RECEIPTS IN THE BOX.</p> <ul style="list-style-type: none"> <li>• If estimate is \$33,333.00 or less, your tax is \$25.00. Go to step 4.</li> <li>• If estimate is \$33,333.01 or more, go to step 3.</li> </ul>	
<b>Step 3: TAX CALCULATION</b>	
<ul style="list-style-type: none"> <li>• Multiply your estimated gross receipts by .00075</li> <li>• Maximum tax fee is \$3,750.00.</li> </ul> <p>➤ ENTER AMOUNT IN BOX. GO TO STEP 5.</p>	
<b>Step 4: ENTER YOUR \$25.00 TAX PAYMENT IN THE BOX.</b>	
➤ GO TO STEP 5.	
<b>Step 5: ADD A PROCESSING FEE OF \$22.70 IN THE BOX.</b>	
➤ GO TO STEP 6.	
<b>Step 6: ENTER TOTAL PAYMENT IN THE BOX.</b>	

Please make your check payable to: City of Foster City.  
Thank you.

Attachment D



**City of Foster City**  
ESTERO MUNICIPAL IMPROVEMENT  
DISTRICT

RECREATION CENTER  
650 SHELL BLVD.  
FOSTER CITY, CA 94404-2501  
(415) 286-3380 FAX (415) 345-1408

LIBRARY COMMUNITY CENTER  
1000 E. HILLSDALE BLVD.  
FOSTER CITY, CA 94404-2501  
(415) 286-8181 FAX (415) 638-1936

FOR OFFICE USE ONLY  
Posted by \_\_\_\_\_ Date \_\_\_\_\_

**FACILITY APPLICATION AND USE PERMIT**

NAME OF APPLICANT your name here \_\_\_\_\_ ORGANIZATION OR GROUP \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 NATURE OF USE \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_  
(Meeting, Party, Reception, Etc.)  
 DATE(S) OF EVENT \_\_\_\_\_ DAY(S) OF WEEK \_\_\_\_\_  
(Month/Day/Year) (Mon, Tues, Etc.)  
 ACTUAL ARRIVAL TIME \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_ TOTAL HRS RENTAL TIME \_\_\_\_\_  
 ARE DECORATIONS TO BE USED? \_\_\_\_\_ IF YES, WHAT TYPE OF DECORATIONS \_\_\_\_\_  
(Streamers, Signs, Ballons, Etc.)  
 FOOD/DRINK SERVED? \_\_\_\_\_ IF YES, WHAT TYPE? \_\_\_\_\_  
 ARE ALCOHOLIC BEVERAGES TO BE SERVED? \_\_\_\_\_ TO BE SOLD \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

**CLASSIFICATION INFORMATION**

EVENT OPEN TO PUBLIC? \_\_\_\_\_ LIMITED TO MEMBERS ONLY? \_\_\_\_\_ IS AN ADMISSION FEE CHARGED? \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 PROCEEDS TO BE USED FOR \_\_\_\_\_

A DIAGRAM OF SET-UP SHOULD BE IN THE PARKS AND RECREATION OFFICE AT LEAST ONE WEEK PRIOR TO THE DATE OF THE ACTIVITY UPON THE GRANTING OF THIS PERMIT ANY FEES OR DEPOSITS REQUIRED FOR THE USE OF BUILDINGS, EQUIPMENT AND FACILITIES SHALL BE PAID BY THE DUE DATE LISTED BELOW. IF FEES AND/OR DEPOSITS ARE NOT PAID BY THAT DATE THE PERMIT SHALL BE NULL AND VOID.

**FACILITY REQUESTED**

<b>RECREATION CENTER</b>		<b>CIVIC CENTER</b>	<b>LIBRARYCOMMUNITYCENTER</b>
___ LAGOON ROOM	___ GULL ROOM	___ MAIN AREA	___ WIND ROOM
___ VERANDA	___ CRANE ROOM	___ MEETING ROOM	___ PORT ROOM
___ MIST ROOM	___ MALLARD ROOM	___ KITCHEN	___ STARBOARD ROOM
___ BLUEBIRD ROOM	___ PRESCHOOL ROOM		
___ BLUEBIRD KITCHEN	___ PATIO & PLAY YARD	<b>OTHER FACILITY</b> _____	

**EQUIPMENT REQUESTED**

(SEE COMMUNITY FACILITY USE EQUIPMENT AVAILABLE FOR SIZES, NUMBER AVAILABLE AND RENTAL FEES)

In submitting this Application, I certify that I have read and understand the guidelines for facility use and will abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions and any specific use regulations and subject to advance payment of all rental fees, security deposit, certification of insurance requirements (if required) and approval by the Director of Parks and Recreation, or designated supervisor.

Applicant hereby agrees to hold the Estero Municipal Improvement District, The Parks and Recreation Department, The City of Foster City, the individual members thereof and all district and city agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of said facility. The applicant agrees to furnish such liability and/or other insurance for the protection of the public and the district as the district may require. Applicant also agrees to leave the facility in the same condition as found before use.

\_\_\_\_\_  
SIGNATURE OF APPLICANT


---

OFFICE USE ONLY

GROUP CLASSIFICATION _____	RENTAL FEE _____	AMOUNT PAID _____
CHARGES      HOURS      RATE      TOTAL	LIABILITY INS. _____	RCPT. # _____
_____ @ _____ = _____	DEPOSIT FEE _____	DATE _____
_____ @ _____ = _____	EQUIPMENT FEE _____	BALANCE DUE _____
_____ @ _____ = _____	<b>TOTAL CHARGES</b> _____	DUE BY _____
	BALANCE PAID _____	RCPT # _____ DATE _____
USE APPROVED BY _____ DATE _____		DATE DEPOSIT RETURNED _____



Attachment F

<b>BUILDING PERMIT APPLICATION</b>	
<p>This application may be used in any city or county jurisdiction within the counties of:                      San Francisco, San Mateo, Santa Clara, and portions of: Monterey, Santa Cruz, San Benito, Alameda, and Contra Costa</p>	<div style="text-align: center;">  </div> <p>DATE: _____                      APPLICATION/PERMIT NUMBER: _____                      Plan Check Number: _____                      Received By: _____</p>
<p><i>Please print clearly and fill in all that apply.</i></p>	
<p>PROJECT ADDRESS: _____ CITY: _____</p>	
<p><input type="checkbox"/> <b>PROPERTY OWNER</b>      <input type="checkbox"/> <b>TENANT</b></p> <p>NAME: _____                      ADDRESS: _____                      CITY/STATE/ZIP: _____                      PHONE #: (____) _____ FAX#: (____) _____                      E-MAIL ADDRESS: _____                      TENANT COMPANY NAME: _____</p> <p style="font-size: small;">Jurisdictions may require written approval from the owner.</p>	<p><input type="checkbox"/> <b>ARCHITECT</b>    <input type="checkbox"/> <b>DESIGNER</b>    <input type="checkbox"/> <b>ENGINEER</b></p> <p>LICENSE / REGISTRATION #: _____                      NAME: _____                      COMPANY NAME: _____                      ADDRESS: _____                      CITY/STATE/ZIP: _____                      PHONE #: (____) _____ FAX#: (____) _____                      EMAIL ADDRESS: _____</p>
<p>PROJECT CONTACT PERSON: _____ PHONE #: _____ FAX #: _____                      ADDRESS: _____ E-MAIL ADDRESS: _____</p>	
<p><input type="checkbox"/> <b>CONTRACTOR</b></p> <p>LICENSE# _____ LICENSE CLASS: _____                      COMPANY/NAME: _____                      ADDRESS: _____                      CITY/STATE/ZIP: _____</p>	<p><input type="checkbox"/> <b>OWNER-BUILDER</b></p> <p>PHONE #: (____) _____                      FAX#: (____) _____                      E-MAIL ADDRESS: _____                      BUSINESS LICENSE #: _____</p>
<p><b>LICENSED CONTRACTORS DECLARATION:</b> I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.                      Date: _____ Contractor Signature: _____</p>	
<p><b>OWNER-BUILDER DECLARATION:</b> I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):</p> <p><input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)</p> <p><input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)</p> <p><input type="checkbox"/> I am exempt under Sec. _____ B.P.C. for this reason: _____                      Date: _____ Owner: _____</p>	
<p><b>WORKERS' COMPENSATION DECLARATION:</b> I hereby affirm under penalty of perjury one of the following declarations:</p> <p><input type="checkbox"/> I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.</p> <p><input type="checkbox"/> I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: _____ POLICY# _____</p> <p>CARRIER: _____                      (This section need not be completed if the permit is for one hundred dollars (\$100) or less.)</p> <p><input type="checkbox"/> I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.</p> <p>DATE: _____ APPLICANT: _____</p> <p><b>WARNING:</b> Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.</p>	
<p><b>CONSTRUCTION LENDING AGENCY:</b></p> <p><input type="checkbox"/> I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3057, Civ. C.).                      Lender's Name: _____ Lender's Address: _____</p> <p><input type="checkbox"/> I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.</p>	
<p>SIGNATURE OF APPLICANT OR AGENT: _____ DATE: _____</p> <p>PLEASE PRINT NAME: _____</p>	

**BUILDING PERMIT APPLICATION WORKSHEET**

- Page 2 -

*PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY*

TYPE OF CONSTRUCTION: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ ZONE: \_\_\_\_\_ FIRE SPRINKLERS .....  YES .....  NO  
 HAZARDOUS MATERIALS YES  NO  EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

ASSESSOR'S PARCEL#: \_\_\_\_\_ MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

**DESCRIPTION OF WORK:** *(Please fill-in and mark all that apply)* CONSTRUCTION VALUATION: \$ \_\_\_\_\_

NONRESIDENTIAL     RESIDENTIAL

New Building     Addition     Alteration     Termite/Dry Rot Repair     Demolish  
 Move Building     Fire Sprinklers     Sign     Foundation Only     Chimney Repair  
 Tenant Improvement     Swimming Pool/Spa     Fire Repair     Repair / Retrofit     Tree Removal  
 Other \_\_\_\_\_     Combination Permit (Additional Information may be required)

Description: \_\_\_\_\_

**DESCRIPTION OF BUILDING:** *(Please fill-in and mark all that apply)*

Office/Bank/Professional     Single Family     Duplex     Townhouse     Condominium     Apartment Building  
 Hotel/Motel     Amusement/Recreation     Industrial     Service Station     Medical Building  
 Restaurant     Accessory Building     Historical     Educational /School  
 City/County Owned     Church/Assembly     Store     Other \_\_\_\_\_

Building Area: \_\_\_\_\_ Sq.Ft.    Building Height: \_\_\_\_\_ Ft.    Stories: \_\_\_\_\_

EXISTING: FLOOR AREA \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER \_\_\_\_\_ # UNITS \_\_\_\_\_

ADDITIONAL PROPOSED: FLOOR AREA \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER \_\_\_\_\_ # UNITS \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Total Number of Rooms: \_\_\_\_\_

Lot Size (Sq.Ft.): \_\_\_\_\_ Lot Dimension (Front/Side/Rear): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Coverage %: \_\_\_\_\_

Setbacks: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

Easements: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ ALUC: \_\_\_\_\_ SEWER / SEPTIC WATER WELL YES  NO   
Circle one

*OFFICE USE ONLY*

**PLAN CHECK?**     YES     NO     EXPRESS PLAN CHECK

**ROUTE TO:**     Residential Building Plan Checker     Commercial Building Plan Checker     Transportation  
 Planning     Engineering/Grading     BAAQMD  
 Fire     Water Department     Environmental Health  
 Park & Recreation     Housing     Utilities  
 Sewer     NPDES     Other: \_\_\_\_\_

HAZARDOUS MATERIALS     YES     NO    SCHOOL FEES REQUIRED     YES     NO  
 PLANNING APPROVAL     YES     NO    TITLE 24 CALCS. REQUIRED     YES     NO  
 SOILS REPORT REQUIRED     YES     NO    ENGINEERING CALCS. REQUIRED     YES     NO  
 SEWER FEES REQUIRED     YES     NO    SPECIAL INSPECTION REQUIRED     YES     NO  
 GRADING PLANS REQUIRED     YES     NO    NEW CERTIFICATE OF OCCUPANCY     YES     NO  
 OTHER \_\_\_\_\_

VERIFY WORKERS COMPENSATION ..... EXPIRATION DATE: \_\_\_\_\_

**CREDIT CARD PAYMENT:**     VISA     MC    CARD# \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 OTHER \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Authorizes Credit Card Payment of Fee)