# Request to Use Unmanned Aircraft Systems for Filming Over Property Within The City of Pasadena

**CITY OF PASADENA FILM PERMIT #:**

Date_____ Production Company_____
Type of Production_____ Production Title_____
Proposed Film Date(s)_____ Production Contact_____
Contact's Cell#_____ Email Address_____
Location Address_____ Hours of UAS Activity_____
_____
Location Address #2_____ Hours of UAS Activity_____
_____

**UAS Company**_____ Primary Contact_____
Address_____ Cell#_____
_____ Email Address_____
Description of planned flight operations, (including diagrams, charts and maps as applicable as an attachment)
_____

## UAS / AIRSPACE INFORMATION

Make/Model of Aircraft_____ Registration#_____
Make/Model of Aircraft_____ Registration#_____
Total Payload Weight (incl. UAS/camera/additional equipment)_____

Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation? ☐ Yes ☐ No

## UAS OPERATING AUTHORITY: ☐ 49 U.S.C § 44807 ☐ 14 CFR Part 107

### 44807 Requirements

Name of Pilot in Command_____ Pilot's Phone#_____
Exemption#_____
Visual Observer_____ VO's Phone#_____

***Please provide the following*:**

☐ Copy of COA
☐ Copy of Pilot's License
☐ Recurrent Certificate
☐ Certificate of Insurance & Endorsement
☐ Copy of Notice to Airman (NOTAM)
☐ Copy of POA (Plan of Activity)

### Part 107 Requirements

Name of Remote Pilot in Command_____
Remote Pilot's Phone#_____ Remote Pilot's Certificate#_____
If Remote Pilot will not be operating UAS, name of person operating UAS under the direct supervision of Remote Pilot_____

***Please provide the following*:**

☐ Copy of Remote Pilot Certificate
☐ Recurrent Certificate
☐ Copy of Part 47 or Part 48 Registration Certificate for each UAS listed above
☐ Certificate of Insurance & Endorsement
☐ Copy of POA

**WAIVERS: If you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.**

☐ Flight over non-participants (§107.39)
☐ Flight altitude restrictions (§107.51)
☐ Operating from a moving vehicle (§107.25)
☐ Operating multiple small UAS' (§107.35)

***Remote Pilot in Command is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all Part 107 standards and requirements.***

_____

*Signature of Remote Pilot in Command or Authorized Company Representative*

Print Name_____ Title_____

## Best Practices for UAS Operations

Although not specified in Part 107 Rules, the City of Pasadena suggests the following for optimum safety:

- Use of a visual observer.
- UAS operator should scout location site(s) of proposed drone activity in advance of filming.
- Operator should be at least 21 years of age.
- Operator should possess a Motion Picture & Television Operations Manual.
- Operator should have previous film set experience.

****IMPORTANT****

Please allow up to five (5) business days for the City of Pasadena Film Office to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS within City limits will be granted. The City of Pasadena will review applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.

***Please scan and submit this completed form, along with all accompanying documentation to the City of Pasadena's Film Office at: filmoffice@cityofpasadena.net***

**CITY OF PASADENA USE ONLY**

**§ 44807**

☐ Insurance
☐ COA
☐ POA
☐ Pilot's License
☐ Visual Observer
☐ NOTAM
☐ Copy to Air Ops
☐ Copy to PPD

**PART 107**

☐ Insurance
☐ Remote Pilot Certificate
☐ Registration for each UAS
☐ Description of Flight Operations
☐ Waiver(s)
☐ POA
☐ Copy to Air Ops
☐ Copy to PPD