



**CITY OF SANTA BARBARA
AIRPORT DEPARTMENT**
*Filming/Photography
Permit Guidelines*



Airport Film Permits are issued to professional and student photographers wishing to film on Airport Property for commercial, non-profit or education purposes. Film Permits are processed by Airport Staff for final approval by the Assistant Airport Director.

To obtain a Filming/Photography Permit, please do the following:

- Request or download the Airport's *Filming/Photography Permit Application*. The form is available at FlySBA.com/Doing_Business_With_SBA/Permits_&_Applications or, Monday through Thursday at the Airport Administration office, 601 Firestone Road, Santa Barbara, CA 93117.
- Obtain a Certificate of Liability Insurance issued for at least the period of filming. The Certificate must contain proof of \$2 million in combined single limit General Liability coverage, naming the "City of Santa Barbara, its Officers, Employees and Agents" as an Additional Insured. The "City of Santa Barbara Airport Department" will be the Certificate Holder, showing 601 Firestone Road, Santa Barbara, CA 93117 as holder's address. Under *Description of Operations*, please have listed "Santa Barbara Airport and Properties".

If filming/photography causes disruption to a public right of way, the required insurance coverage will be \$5 million, combined single limit.

- Return completed Permit Application and insurance certificate to the Airport Administration office. The Assistant Airport Director will review.
- Approved Permits are issued after payment for the daily filming fee is made. Checks or money orders are made to "City of Santa Barbara", with a memo line "filming at SBA".
(Fee waived for student filmmakers holding current Student ID card.)

Film Permits are issued on a discretionary basis. Student filming is limited to one day, unless there are special circumstances noted on Permit Application. An Airport escort is required for the duration of filming within the Airfield Operations Area. The escort can be approved security personnel of the Leaseholder. Should a filming request also include other requests, thereby becoming more involved, an *Airport Special Event Permit* will also be required.

Professional and student photographers are not allowed to film on Airport Property without a signed Permit in their possession. While on Airport Property, Airport Patrol officers may ask for Permit verification.