



# 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) \_\_\_\_\_  
 Class of Airspace UAS Activity Will Occur in:  B  C  D  E  G  
 Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation?  Yes  No

**REMINDER:** if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.

## UAS OPERATING AUTHORITY: 333-Exemption 14 CFR Part 107

### 333 Exemption Requirements

Name of Pilot in Command \_\_\_\_\_ Pilot's Phone# \_\_\_\_\_  
 Exemption# \_\_\_\_\_  
 Visual Observer \_\_\_\_\_ VO's Phone# \_\_\_\_\_

**Please provide the following:**

- Copy of COA or Blanket COA  Copy of Notice to Airman (NOTAM)
- Copy of Pilot's License  Copy of POA
- Certificate of Insurance & Endorsement

### 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
- 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)
- Operating from a moving vehicle (§107.25)
- Operating multiple small UAS' (§107.35)
- Night flight (§107.29)
- Flight altitude restrictions (§107.51)

***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 seven (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](mailto:filmoffice@cityofpasadena.net)*

### **CITY OF PASADENA USE ONLY**

#### **333 EXEMPTED**

- 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