



# Request to Use Unmanned Aircraft Systems for Filming Over City of San Francisco Property

Date \_\_\_\_\_ Production Company \_\_\_\_\_  
 Type of Production \_\_\_\_\_ Production Title \_\_\_\_\_  
 Proposed Film Date(s) \_\_\_\_\_ Production Contact \_\_\_\_\_  
 Contact's Cell# \_\_\_\_\_ Email Address \_\_\_\_\_  
**UAS Company** \_\_\_\_\_ Primary Contact \_\_\_\_\_  
 Address \_\_\_\_\_ Cell# \_\_\_\_\_  
 \_\_\_\_\_ Email Address \_\_\_\_\_

## 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: 14 CFR Part 107

### 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
- Description of planned flight operations, including detailed diagrams, charts and maps as applicable
- Certificate of Insurance & Endorsement\*\*

### 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)  Night flight (§107.29)
- Operating from a moving vehicle (§107.25)  Flight altitude restrictions (§107.51)
- 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 \_\_\_\_\_

## **INSURANCE REQUIREMENTS FOR UAS OPERATIONS IN SAN FRANCISCO:**

If an Unmanned Aircraft System (UAS) is used for any purpose under this permit either directly by the Contractor or by a subcontractor to the Contractor, the Contractor shall ensure that such activity is covered by Unmanned Aircraft Systems insurance. The Contractor must submit proof of UAS insurance with an aggregate limit of at least **\$2,000,000**. The certificate of insurance must include a *separate* policy endorsement showing proof of UAS coverage which at a minimum shall include coverage for damage to person and property. A **second** (separate) endorsement must be submitted naming **“The City and County of San Francisco, The Port of San Francisco and each of their officers, directors, agents and employees”** as additional insured for this coverage. **NOTE: Each of these two endorsements require a separate attachment to the certificate of insurance.**

## **AIRMAP NOTICE REQUIREMENTS FOR UAS OPERATIONS IN SAN FRANCISCO:**

Once UAS Operations are approved by Film SF, the UAS operator must register with AirMap to submit a digital flight notice. Below are the steps for this process:

1. Download AirMap for iOS ([airmap.com/go/ios](http://airmap.com/go/ios)) or Android ([airmap.com/go/android](http://airmap.com/go/android)).
2. Create an AirMap account.
3. Choose a username that is easily associated with your production and includes 'FilmSF'. This will identify that your use of UAS has been approved by the City. As an example, your username could be "FilmSF - AirMap Commercial". This username can be edited in the future if the UAS operator is providing services for multiple video shoots.
4. Complete your AirMap profile with up-to-date contact information and aircraft details.
5. In the map view, tap and hold on the location of your operation to Create a Flight.
6. Adjust flight details as needed: flight path, altitude, and duration.
7. Opt into sharing your flight publicly on AirMap. (This is the default setting.)
8. Press Submit.

At the designated start time, your flight plan will be viewable to the public on [FilmSF.airmap.com](http://FilmSF.airmap.com) to ensure the safety and accountability of drones, operators, and San Francisco's citizens.

## **Best Practices for UAS Operations Over City Property**

Although not specified in Part 107 Rules, the Film SF 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 at least seven (7) business days for Film SF 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 over City property will be granted. Film SF reviews applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.