



# REQUIREMENTS FOR FILMING WITH A CAMERA DRONE (UAS)

**Drone packet is due by 12PM (noon) of the jurisdictional permit application deadline date for the LA containing drone activity.**

Incomplete Documentation will not be accepted, and the drone activity will be removed from the permit.

**This includes:**

1. Drone Questionnaire
2. Pilot's License and Knowledge Test.
3. Commercial Drone Registration
4. Written Plan of Activity (POA) with maps
5. Applicable Airspace Authorizations as needed. Review your drone app/GIS service to ensure proper authorization is obtained.
6. A \$2M aviation certificate and endorsement page naming FilmLA and its entities are required by the drone carrier
7. A \$2M aviation certificate and endorsement page naming the jurisdiction in which the activity will be conducted (if drone activity is conducted in the City of LA this must be uploaded by the broker to [Kwikcomply.org](https://www.kwikcomply.org))
8. A City of Los Angeles Hold Harmless is required for both the production company and drone company **if** activity is conducted in the City of Los Angeles Hold Harmless Link

**For fastest processing of drone paperwork, the items listed above should be sent in a single PDF to your FilmLA coordinator in the following order: Questionnaire, POA, FAA Airspace (when required), Pilot's License, Airman's Knowledge Test (when required), Registration Certificate(s) and Insurance Documentation**

## Drone Questionnaire

1) Production company must fill out a Drone Questionnaire form: [Questionnaire Link](#)



# UAS QUESTIONNAIRE

Drone packet is due by 12PM (noon) of the jurisdictional permit application deadline date.

Production Company: \_\_\_\_\_  
Production Title: \_\_\_\_\_  
UAS Company: \_\_\_\_\_  
Permit Group Number: G- \_\_\_\_\_

FOR MORE THAN 4 LOCATIONS, PLEASE SUBMIT AN ADDITIONAL QUESTIONNAIRE/PACKET

LA Number	Film Date(s)	Location address	Start Time	End Time	Airspace Class*

\*IF YOU ARE FLYING IN CLASS B, C, D, OR E AIRSPACE, ATC AUTHORIZATION IS REQUIRED FOR ALL UAS ACTIVITY AND INCLUDED IN THE DRONE PACKET

### UAS ON LOCATION INFORMATION

ANY RESTRICTED AREAS OR TEMPORARY FLIGHT RESTRICTIONS? Yes  No

UAS Make & Model: \_\_\_\_\_ UAS "N" # or registration #: \_\_\_\_\_

UAS Make & Model: \_\_\_\_\_ UAS "N" # or registration #: \_\_\_\_\_

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UAS Make & Model: \_\_\_\_\_ UAS "N" # or registration #: \_\_\_\_\_

### PART 107 REQUIREMENTS

Certificate #: \_\_\_\_\_ Visual Observer Yes  No

Name of Remote Pilot: \_\_\_\_\_ Remote Pilot Phone #: \_\_\_\_\_

#### PLEASE INCLUDE THE FOLLOWING:

- Copy of Remote Pilot's Certificate
- Copy of UAS Registration Certificate for each UAS listed above
- Copy of UAS Registration Certificate for each UAS listed above
- Description of Planned Operations
- Current Knowledge Test, if Airman Certificate is more than 2 years old

### WAIVERS

If you are requesting any of the following activity, please check all that apply and furnish proof of waiver from the FAA upon submission of this document to FilmLA.

Flight altitude restrictions (§107.51)

Operating multiple small UAS' (§107.35)

Operating from a moving vehicle (§107.25)

REV 10/30/23

#### Notes:

- Times on the questionnaire must match the times listed on the permit.
- Any airspace class other than G requires an FAA Authorization attached with times corresponding to the LA.
- All sections of the questionnaire must be completed before it can be properly reviewed.

## Pilot's License and Knowledge Test

*Requirements for obtaining a pilot's license and commercial registration for a drone can be obtained at <https://faadronezone.faa.gov/>*

### 2) The drone pilot must be commercially licensed to fly a drone in the United States.

- a) The FAA began issuing Airman Certificates in late 2016 under the new 14 CFR Part 107 regulations. While these certificates do not expire, certificate holders are required to take and pass the Knowledge Test every 24 months.
- b) Operators should check the “issued date” on their certificates to ensure compliance with FAA requirements. As a reminder, proof of an updated Knowledge Test is required when adding UAS/drone activity to permit applications.
- c) Foreign pilot's licenses are not acceptable for commercial drone flight



**KNOWLEDGE TEST SAMPLE**

U.S. DEPARTMENT OF TRANSPORTATION  
Federal Aviation Administration  
Airman Knowledge Test Report

NAME: [REDACTED]  
APPLICANT ID: [REDACTED] EXAM ID: [REDACTED]  
EXAM: Unmanned Aircraft - Recurrent ( UGR )  
EXAM DATE: [REDACTED] EXAM SITE: [REDACTED]  
SCORE: 98% GRADE: PASS TAKE: 1

Learning statement codes listed below represent incorrectly answered questions. Learning statement codes and their associated statements can be found at [www.faa.gov/training\\_testing/testing/media/LearningStatementReferenceGuide.pdf](http://www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf).

Reference material associated with the learning statement codes can be found in the appropriate knowledge test guide at [www.faa.gov/training\\_testing/testing/test\\_guides](http://www.faa.gov/training_testing/testing/test_guides).

A single code may represent more than one incorrect response.  
[REDACTED]

EXPIRATION DATE: 11/30/2021

**DO NOT LOSE THIS REPORT**

AUTHORIZED INSTRUCTOR'S STATEMENT: (If applicable)  
On \_\_\_\_\_ (date) I gave the above named applicant \_\_\_\_\_ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Name \_\_\_\_\_ Initial \_\_\_\_\_ Cert. No. \_\_\_\_\_ Type \_\_\_\_\_  
(print clearly)

Signature \_\_\_\_\_

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.  
ISSUED BY: PSI Services LLC  
FEDERAL AVIATION ADMINISTRATION  
THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.

## Drone Registration

3. Each drone used **MUST** be registered commercially with the FAA.
  - a. Your drone registration certificate will contain both a Serial number and a registration number. Typically, the commercial registration is a blue card, while a hobbyist registration is a white card. Hobbyist Registrations are **NOT** valid for commercial use for filming.
  - b. Drones **UNDER** 55 pounds can register via a standard certificate.
  - c. Drones **OVER** 55 pounds must obtain a paper N-Number registration card.

**HOBBYIST REGISTRATION – NOT VALID FOR COMMERCIAL DRONE USE –** Note the white background and lack of Serial Number



The image shows a white 'Small UAS Certificate of Registration' from the Federal Aviation Administration. It includes the FAA logo, the title 'Small UAS Certificate of Registration', and fields for 'CERTIFICATE HOLDER', 'UAS CERTIFICATE NUMBER', 'ISSUED: 02/20/2016', and 'EXPIRES: 12/12/2020'. To the right, there is a list of requirements for recreational flyers, such as 'Register your drone', 'Fly only for recreational purposes', and 'Get prior authorization before operating in controlled airspace'. A red 'NO' with a crossed-out box is placed to the right of the certificate.

**COMMERCIAL DRONE REGISTRATION –** Note the blue background and Aircraft Serial Number

**YES**



The image shows a blue 'Small UAS Certificate of Registration' from the Federal Aviation Administration. It includes the FAA logo, the title 'Small UAS Certificate of Registration', and fields for 'Name', 'Manufacturer: DJI', 'Model: Mavic 2 Pro', 'Serial Number', and 'Certificate Number'. It also shows 'Issued: 10/09/2018' and 'Expires: 10/09/2021'. To the right, there is a list of requirements for commercial operations, such as 'Get prior authorization before operating in controlled airspace' and 'Fly at or below 400' in uncontrolled airspace'. A green 'YES' with a checked box is placed to the left of the certificate.

## Plan of Activity - POA

4. A plan of activity – this should include BOTH a written description of the planned flight as well as a screenshot of a map indicating flight area

### SAMPLE POA TEXT SHOULD INCLUDE THE FOLLOWING FIELDS:

Date:

Between the Hours of:

Company Name:

Pilot:

Pilot Certification:

Camera Operator:

Visual Observer:

Drone make/model:

Drone registration number(s):

Drone action:

Location(s):

Latitude/Longitude:

Permission is pending by FilmLA in order to use drones for aerial filming. Flying [DRONE MODEL] while remaining 500 feet away from any structures and 500 feet from non-participating persons

SAMPLE POA MAP

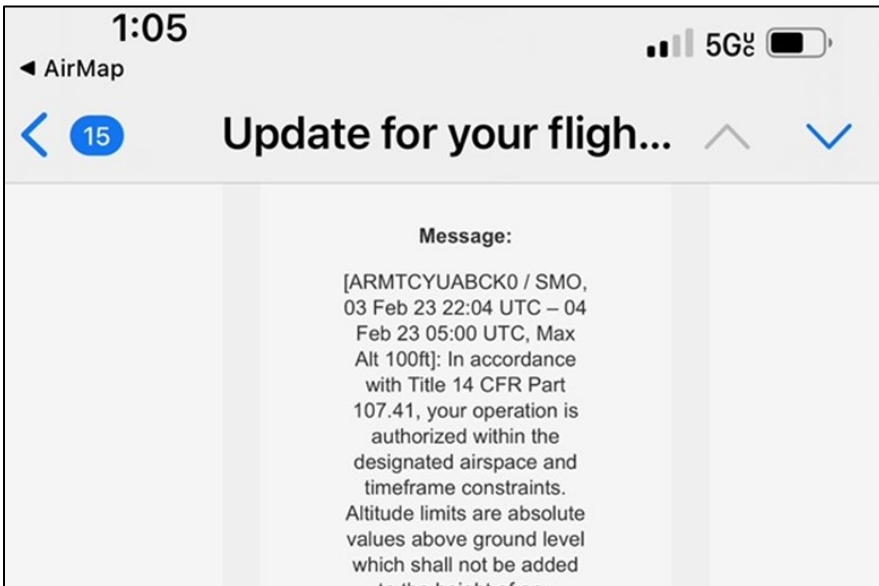
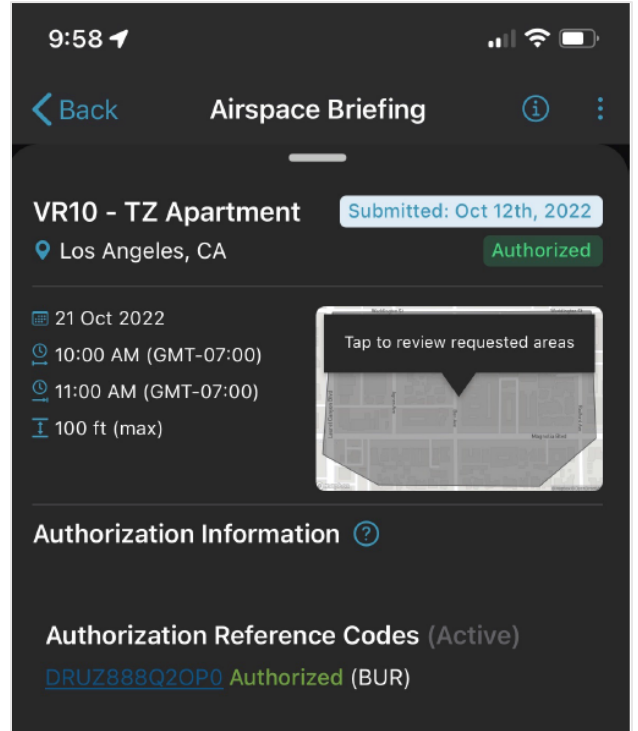
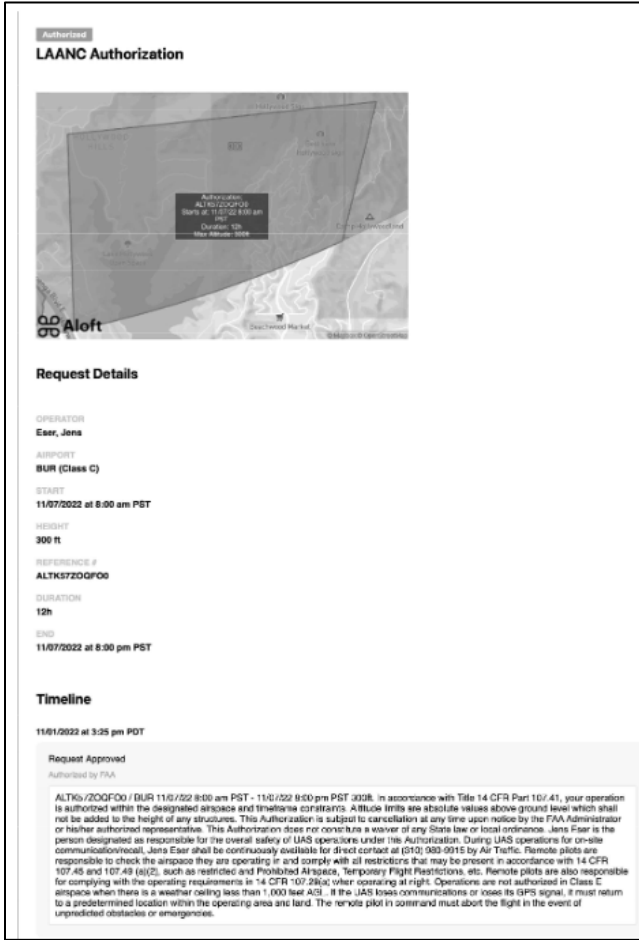


## Applicable Waivers/Fees and FAA Authorizations

5. Other Documentation/Fees that may be required:
  - a. Any applicable waivers (Flying multiple drones or flying over non-participants):  
Your coordinator will inform you if additional waivers are required. You can check this information by entering your filming address here: [Airhub Portal](#)
  - b. Flying at night: The FAA recently changed the rules regarding night flight. Pilots in possession of a license issued on or after April 21, 2021, OR a knowledge test showing a date of completion on or after April 21, 2021 are allowed to operate outside of daylight hours. UAS must have lighted anti-collision lighting visible for at least three (3) statute miles that has a flash rate sufficient to avoid a collision.
  - c. Airspace Authorization: In certain areas, the pilot may be required to provide proof of FAA airspace authorization. Screenshots from an approved LAANC app or other FAA website containing a verification number will suffice. (See page 8 for examples)
  - d. POTENTIAL EXTRA COSTS: While there is no additional fee added to your permit specifically for the use of a drone, certain activities may require additional personnel:
    1. Tracking shots/flying over sidewalks or public areas:  
In the city of Los Angeles, if you are filming tracking shots following cars in the street or over sidewalks, you must hire two off-duty LAPD officers to perform intermittent traffic control or pedestrian control to maintain a safe flight area. You must book officers directly as **FilmLA does not facilitate the hiring of LAPD officers for filming.**
    2. In the city of Los Angeles, a Fire Safety Officer is assigned to shoots involving drones on a case-by-case basis. UFSOs have a four-hour minimum + 1 hour travel time charge. Ask your coordinator about these fees. Our office **will** facilitate the hiring of UFSO and collect associated Fees.
    3. Other jurisdictions (LA County, Culver City, Santa Monica, etc.) may assign personnel on a case-by-case basis. Your coordinator can inform you of potential extra fees.



## Sample FAA Authorization Screenshots:



# Insurance Documentation

- A \$2M aviation certificate and endorsement ([Sample Cert Link](#)) page naming FilmLA and its entities is required by the drone carrier. **NO BLANKET ENDORSEMENTS ACCEPTED.** Please ensure your broker has ordered the proper endorsement, FilmLA **cannot** release the permit without A \$2M aviation certificate and endorsement page naming the jurisdiction in which the activity will be conducted.
- If drone activity is conducted in the City of LA the drone policy information must be entered by the broker into the City of Los Angeles' Risk Management system [KWIKCOMPLY.ORG](http://KWIKCOMPLY.ORG)

**SAMPLE INSURANCE FOR DRONES**  
**CERTIFICATE OF INSURANCE**  
 This certificate is given as a matter of information only and confers no rights upon the certificate addressee.

Date: May 15, 2023

This is to certify to:  
 FilmL.A., Inc., its directors, officers, and employees  
 Radford Studio Center, Bungalow 20  
 4024 Radford Avenue  
 Studio City, CA 91604

That the following policy has been issued to:  
 XYZ DRONES  
 123 MAIN STREET  
 ANYTOWN, USA

Policy No. 9001XXXX Insured Inc. Policy Period: from October 6, 2016 to October 6, 2017 Policy Territory: Worldwide

**MUST MATCH QUESTIONNAIRE & REGISTRATION**

**AIRCRAFT LIABILITY**  
 Single Limit Bodily Injury and Property Damage Including Passengers  
 (All expressed limits are "Each Occurrence" unless otherwise indicated)

Serial No./Reg. No.	Year	Make	Model	Liability Limit	Third Party/Year Liability
UFO000XYZ	2016	UFO	SUE MARY 8	\$1,000,000	\$2,000,000 Aggregate
UFO000XYZ	2014	FREEMPLY SYSTEMS	MOVIE-M10	Not Covered	Not Covered

**AIRCRAFT PHYSICAL DAMAGE**

Serial No./Reg. No.	Year	Make	Model	Insured Value	Risk Basis	In 3 Months Deductible	Not In 3 Months Deductible	Excl. Stip.
UFO000XYZ	2016	UFO	SUE MARY 8	\$12,000	All Risk	5.00%	5.00%	Included
UFO000XYZ	2014	FREEMPLY SYSTEMS	MOVIE-M10	\$6,000	All Risk	5.00%	5.00%	Included

Provided there is a written agreement between the Named Insured and another person or organization (hereinafter, "the Customer") under which the Named Insured agrees to perform services for the Customer in accordance with the Named Insured's normal business practices and executed in advance of any loss for which insurance is afforded by this policy, the policy has been amended as follows, but only to the extent required in the agreement.

The WHO IS AN INSURED section of the policy is extended to include the Customer as an insured, but only with respect to his, her, or its liability because of acts or omissions of the Named Insured while the aircraft described in this certificate is actually being used by the Named Insured on behalf of the Customer.

The insurance, as to the interest of the Customer, shall be primary without right of contribution by any other valid and collectible insurance available to the Customer.

Continued on Page 2

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. This certificate does not amend, extend or otherwise alter the coverage afforded by the policies described herein. Limits may have been reduced by paid claims.

"INSURANCE CARRIER, INC."

BY: \_\_\_\_\_ Certificate No. 1234567

SAMPLE ONLY FLA 02/02/24 Page 1 of 2

**Certificate of Insurance**

**ADDITIONAL INSURED**

In consideration of the payment of the premium for this policy, it is agreed that:

1. **ADDITIONAL INSURED**

Policy SECTION III - WHO IS AN INSURED is amended to include as insured each person or organization described in Paragraph 3 below, but only with respect to his, her, or its liability because of acts or omissions of the Named Insured while the *scheduled aircraft* is actually being used by the Named Insured on behalf of such person(s) or organization(s).

2. **COVERAGE EXCLUSION**

Unless otherwise indicated in this policy, the policy shall not apply to any assumption by you of the liability of any person or organization described in Paragraph 3 below for *bodily injury or property damage* caused by an *occurrence* arising out of any service performed by or on behalf of such person or organization.

3. **PERSON(S) OR ORGANIZATION(S):**


FilmL.A., Inc., its directors, officers, and employees  
 Radford Studio Center, Bungalow 20  
 4024 Radford Avenue  
 Studio City, CA 91604

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

This endorsement is effective: \_\_\_\_\_ Endorsement Premium: Included

Attached to and made part of Policy No.: 9001XXXX

Issued to: XYZ DRONES

Global Aerospace, Inc.  
 BY:  Endorsement No. TBD

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**Additional Insured Endorsement**



## Hold Harmless Form

- A City of Los Angeles Hold Harmless ([Hold Harmless Link](#)) is required for **both** the production company and drone company/operator if activity is conducted in the **City of Los Angeles**



### CITY OF LOS ANGELES REVOCABLE FILM PERMIT AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER, INDEMNITY AND RELEASE OF CLAIMS

*Each Permittee, UAS site operator and its agents and employees must operate in accordance with federal, state and local laws protecting an individual's right to privacy. Permittee is responsible for safeguarding the privacy of patrons and neighboring property owners, agree to abide by all privacy laws and regulations and precautions and to defend, indemnify and hold the City harmless from liability which may arise from this Permit. PLEASE REMEMBER that all participants must be fully aware that they are being filmed. Filming of people and their property shall be strictly limited to those who have consented or otherwise have agreed to be in the area where filming will take place. The City of Los Angeles is not liable for any violations of an individual's right to privacy. Permittee, including Permittee's employees, agents and sub-contractors of any tier, must assume all risk of injury resulting from the invasion of the right to privacy.*

We do hereby, for ourselves, our heirs, executors, assigns and administrators:

Agree to defend, indemnify and hold harmless the City of Los Angeles, its officers, agencies and employees from any and all loss or liability for bodily injury, death, property damage, **invasion of privacy** to either party hereto or to third parties which may arise from the exercise of this permit by Permittee or its officers, agents, employees, contractors, licensees or invitees.

We further agree to indemnify and hold harmless the City, its officers, agencies and employees from all loss or liability, including legal costs and reasonable attorney's fees that may arise from our negligence or misconduct while participating in the above-described activities. However, neither the waiver nor the indemnity agreement applies to the gross negligence or willful misconduct to the City or its officers, agencies or employees.

Permittee is insured and shall additionally insure the City of Los Angeles for the coverages specified on the 146IR Form, as a requirement of this permit. Permittee shall maintain, during the term of this permit, evidence of insurance acceptable to CAO, Risk Management prior to Permittee's occupancy of the premises.

We hereby represent that we have carefully read this document, we understand its contents and sign it on our own free will, and we further agree to abide by all safety regulations.

Name of Organization: \_\_\_\_\_

Name & Title of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ADDING A DRONE TO HIGH IMPACT ACTIVITIES

1. In the activities section, check the box for Aerial Activities. Choose Drone from the dropdown menu.

The screenshot shows the 'Activities' form for a production. The 'Select Low-Impact Activities' section is on the left, and the 'LA Activities' table is on the right. The 'Select High-Impact Activities' section is highlighted with a red box and contains the following options:

- Aerial
- Gunfire/Weapons
- Special Effects - High Impact

The 'LA Activities' table has the following columns: Category and Description. The table contains the following rows:

Category	Description
Camera on Sidewalk	
Drive Up and Away	
Dolly Track	
Animal Activity	
Camera on Sticks	
Camera in Curb Lane/Street	

At the bottom of the form, there are buttons for 'CANCEL CHANGE REQUEST', 'BACK', and 'NEXT'. The 'First Activity Date' is 8/30/2022 0:00:00 and the 'Last Activity Date' is 8/30/2022 5:00:00.

The screenshot shows the 'Activities' form with the 'Select High-Impact Activities' section. The 'Aerial' option is selected. The 'Select Type' dropdown menu is open, showing the following options:

- Aircraft
- Drone (UAS)
- Helicopter

The 'LA High Impact Activities' table is empty. The table has the following columns: Times Per Take, Start Date, End Date, and Description. At the bottom of the form, there are buttons for 'CANCEL CHANGE REQUEST', 'BACK', and 'NEXT'. The 'First Activity Date' is 8/30/2022 0:00:00 and the 'Last Activity Date' is 8/30/2022 5:00:00.

2. Add your flight dates and times. Start and end dates/times must be entered in separate boxes. After you've finished adding your schedule, you must click the blue ADD button beneath the dates. You will see the drone activity drop into the high-impact activities box at the bottom off the screen. To add additional dates, repeat this entire step.

The screenshot shows the 'Activities' form for a location in Los Angeles. The 'Drone (UAS)' table is currently empty. A red box highlights the 'Start Date' and 'End Date' input fields, with a red arrow pointing to the 'ADD' button below them.

Category	Sub Category	Load	Times Per Day	Times Per Take	Start Date	End Date	Description
Drone (UAS)					6/30/2022 7:00:00	6/30/2022 22:00:00	

The screenshot shows the 'Activities' form after the first activity has been added. The 'Drone (UAS)' table now contains one entry. A red box highlights the 'ADD' button in the 'LA High-Impact Activities' section.

Category	Sub Category	Load	Times Per Day	Times Per Take	Start Date	End Date	Description
Drone (UAS)					6/30/2022 2:00:00	6/30/2022 5:00:00	

3. Now you can continue processing the rest of your location!