



Procedures for obtaining Commercial Activity and Special Use Permits at the County of Ventura Airports.

Revised: August 11, 2021

Purpose: This procedure is showing the required steps to follow in order to receive a commercial activity or special use permit. This applies to both Camarillo and Oxnard airports.

General: Camarillo and Oxnard airports are both owned and operated by the County of Ventura. No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. The permit holder will perform permitted activities only in those areas designated on the permit.

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports.

Required Documents/Items for executing Airport Permit

All items below are due at least 10 days prior to event for being able to execute permit.

1. Permit Application
2. Certificate of Insurance (See table for limits and requirements)
3. Business License (Does not apply to filming)
4. Alcohol Beverage Control Permit (when alcohol will be served)
5. City of Camarillo or City of Oxnard filming permit application (Applies to filming within City Limits)
6. Written Permission (Only if activity is on a leasehold)
7. Payment (In accordance with the current Rent and Fee Schedule for the Department of Airports)

Permit Application

Fill out fully and completely with as much detail as you can.

City of Camarillo and City of Oxnard Filming Permit

Permittee shall obtain a filming permit from the City where the filming will be taking place. If at Camarillo Airport, then permittee shall obtain City of Camarillo filming permit. If at Oxnard Airport, then permittee shall obtain City of Oxnard filming permit.

ABC Permit

Permittee shall obtain an ABC permit if the event will have alcohol being served. The ABC office is located at 1000 South Hill Road, Suite 310 Ventura, CA 93003. Phone number is 805-289-0100. Email is Ventura@abc.ca.gov. Contact ABC if you have questions.

Insurance Requirements

The County of Ventura, Department of Airports must be listed as additionally insured for all policies except Workers' Compensation.

Additionally Insured should be listed as below:

**Department of Airports
555 Airport Way Suite B
Camarillo, CA 93010**

	Commercial Activity Permit – Non-Aircraft	Commercial Activity Permit – Aircraft	Commercial Activity Permit – Aircraft Mobile Mechanics	Special Use Permit – Movie and Commercial Filming	Special Use Permit – Public Events/Non-Air Shows	Special Use Permit – Aeronautical Events
Commercial General Liability (CSL)						
Each Occurrence	\$2,000,000	\$2,000,000	\$1,000,000	\$2,000,000-\$5,000,000	\$1,000,000-\$2,000,000	\$2,000,000 - \$5,000,000
Owned and Non-Owned Commercial/Business Auto Liability (CSL)						
Each Occurrence	\$2,000,000	\$500,000	\$500,000	\$2,000,000-\$5,000,000	\$500,000	\$1,000,000
Aircraft, Passenger, and Airport Operations (CSL)						
Each Occurrence	N/A	\$1,000,000	N/A	N/A	N/A	N/A
Products Liability and Complete Operations (CSL)						
Each Occurrence	N/A	N/A	\$500,000	N/A	N/A	N/A
Hangar Keepers Liability						
Each Aircraft	N/A	N/A	\$100,000	N/A	N/A	N/A
Each Occurrence	N/A	N/A	\$100,000	N/A	N/A	N/A
Workers' Compensation Liability:						
(Minimum amount of \$1,000,000 required for all permits that involve employees)						

	Commercial Activity Permit – Photoshoot					
Commercial General Liability (CSL)						
Each Occurrence	\$1,000,000-\$2,000,000					
Owned and Non-Owned Commercial/Business Auto Liability (CSL)						
Each Occurrence	\$1,000,000-\$2,000,000					
Aircraft, Passenger, and Airport Operations (CSL)						

Each Occurrence	N/A					
Products Liability and Complete Operations (CSL)						
Each Occurrence	N/A					
Hangar Keepers Liability						
Each Aircraft	N/A					
Each Occurrence	N/A					
Workers' Compensation Liability: (Minimum amount of \$1,000,000 required for all permits that involve employees)						

Business License

Permittee shall obtain business license in the City that they will be performing work. If the work is to be performed on Oxnard Airport, then permittee shall obtain a City of Oxnard business license. If the work is to be performed on Camarillo Airport, then permittee shall obtain a City of Camarillo business license.

Written Permission

Written permission shall be obtained from the lessee when the activity is to be held on a leasehold. Permittee is responsible for getting written permission to the Department of Airports.

Security for Commercial Activity and Special Use Permits

Filming or events on either County Airport requires the assignment of at least one Airport Operations Officer, at the cost to the permittee. Unless film shoot or event is fully fenced with hired security guards. All permits can be suspended or revoked if production activities occur outside the parameters of the permit. Cost for Airport Operations Officers is set in the current edition of the Department of Airports Rent and Fee Schedule. (Currently the rate of an Airport Operations Officer is \$105.61/hour)

Maximum Term (Filming or Special Events Only)

Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.

Filming and Special Event Fees (Current Airport Rent and Fee Schedule)

1. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Commercial Film/Photography Permit, the following is required:

- a. Feature/TV/Commercial/Movie Filming \$1,100/day (includes location and basecamp 1-20 cast & crew) **
- b. Feature/TV/Commercial/Movie Filming \$3,000/day (includes location and basecamp 21+ cast & crew) **
- c. Commercial Photography \$800/day **

Security/clean up deposit equal to the per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

** Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.*

2. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

a. Daily fee \$436; ea. additional consecutive day \$100

b. Annual fee \$2,438

Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

3. Aviation Commercial Activity Permit

Aviation Commercial uses/activities and aircraft/auto mobile detailing

- Daily Permit \$199; ea. additional consecutive day \$35
- Annual Permit
- Mobile Mechanic \$1,879
- Independent Flight Instructor \$1,879
- Self-Fueler \$1,879

Payment

Payment can be made by check, cash, or credit card. Make checks payable to Department of Airports. The Department of Airports only accepts Mastercard or Visa. No over the phone payments will be accepted.

Permit Process

1. Contact Operations Supervisor at one of the County Airports (Camarillo or Oxnard) to discuss your situation. (Camarillo 805-388-4246, Oxnard 805-382-3024)
2. If needed the Operations Supervisor will enlist the support of upper management to make sure that the County Airports can support such a situation.
3. If the situation is something that the County Airports can support, then the permittee can start gathering and sending the required documents to the Airport Operations Supervisor.
4. Once all required documents are submitted, the Operations Supervisor will create the permit and send it out for signature. (If on a leasehold, signature should be of the lessee.)
5. Upon receipt of the signed permit, Operations Supervisor will go to upper management to get the permit (and if needed the City filming permit application) executed by the Director of Airports.
6. Upon Director of Airports execution of the lease, Operations Supervisor will send executed permit to permittee and Airport Operations Officers.



Camarillo/Oxnard Airport Activity Permit Application

STEP 1

Applicant/Primary/On-site Contact/Tenant

Name _____
 Company _____
 Address _____
 Cell Phone _____ Email _____

STEP 2

Event Coordinator Contact (if different from above)

Name _____
 Company _____
 Address _____
 Cell Phone _____ Email _____

STEP 3

Activity Information

Date of event: _____ Number of people: _____
 Time: _____ Number of vehicles: _____

STEP 4

Mark and describe any items that are planned to be used during the event

- Parking location _____
- Food being served. Vendor Information _____
- Alcohol being served by Tenant. Vendor _____
- Gate access needed
- Cranes/trailers/oversized equipment/lighting (Please describe in Step 5)
- Other (Please describe in Step 5)

STEP 5

Detailed Description of Event (Please provide as much detail as possible. Information in this area is necessary to expedite the timely approval of your event.)

STEP 6

All required documents and payment must be submitted to the DOA 10 business days prior to the event. If you have any questions, please contact the Airport Operation Supervisor at 805-388-4246.

INSTRUCTIONS FOR COMPLETING AN ACTIVITY PERMIT APPLICATION

These instructions are to assist applicants in completing an Activity Permit application. Please read carefully and comply with all instructions before submitting.

STEP 1 Contact information of party requesting the permit.

STEP 2 Additional contact information if different from Step 1.

STEP 3 Time and date of activity and estimated number of people and vehicles.

STEP 4 Any items or services that applicant is looking to have as part of the event, including but not limited to:

- **Parking location:** Check the box if parking is to be provided by an airport tenant. If additional parking is needed, the application should indicate what additional parking areas are being requested in the space provided.
- **Food being served:** Check the box if a food vendor/caterer is going to be used. Provide the vendor information in the space provided.
- **Alcohol being served:** Check the box if alcohol is to be served. Indicate whether the service is to be provided by the airport tenant or a caterer.
 - If alcohol is to be provided by the airport tenant be sure to provide the following:
 - A copy of a valid Alcohol License issued by the California Department of Alcohol and Beverage Control to the Tenant listed on the application.
 - If alcohol is to be provided by a caterer be sure to provide the following:
 - A copy of the valid Type 58 Alcohol Beverage License issued by the California Department of Alcohol and Beverage Control to the Caterer.
 - A copy of the valid [Catering or Event Authorization Application \(Form ABC-218\)](#) issued by the California Department of Alcohol and Beverage Control to the Caterer for the day and location of the event.

IMPORTANT NOTE: Events that do not meet the licensing requirements will not be allowed to serve alcohol on premises.

- **Gate access needed:** Check the box if you are requesting unescorted gate access to enter the airfield. Driver's training may be required before access is granted. Please note that depending on the type of activity, for safety and security purposes, an Airport Operations Officer may be assigned to your event at an additional cost.
- **Cranes/trailers/oversized equipment/lighting:** Check the box if you are looking to utilize any cranes or oversized equipment during your event. Provide a detailed description of your equipment in Step 5.

STEP 5 Provide a full, detailed description of the event. List any other item(s) that you will be using that are not listed in Step 4. Provide a timeline of activities if possible. If this application is for filming we will need a copy of the film story board.

STEP 6 Return application by email or in person to the Department of Airports permit coordinator.
Email: john.feldhans@ventura.org AND sean.herder@ventura.org

[If you have any questions, please contact the Airport Operations Supervisor at \(805\) 388-4246.](#)