



# COUNTY *of* VENTURA

## Department of Airports

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

Revised: November 24, 2020

**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 or being able to execute permit.*

1. Permit Application (Link to Document)
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 (Filming on a leasehold, only)
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. The permit application can be downloaded by clicking [here](#).*

### **Insurance Requirements**

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

	<b>Commercial Activity Permit – Non-Aircraft</b>	<b>Commercial Activity Permit – Aircraft</b>	<b>Commercial Activity Permit – Aircraft Mobile Mechanics</b>	<b>Special Use Permit – Movie and Commercial Filming</b>	<b>Special Use Permit – Public Events/Non-Air Shows</b>	<b>Special Use Permit – Aeronautical Events</b>
<b>Commercial General Liability (CSL)</b>						
Each Occurrence	\$2,00,000	\$2,00,000	\$1,00,000	\$2,000,000 - \$5,000,000	\$1,000,000 - \$2,000,000	\$2,000,000 - \$5,000,000
<b>Owned and Non-Owned Commercial/Business Auto Liability (CSL)</b>						
Each Occurrence	\$2,00,000	\$500,000	\$500,000	\$2,000,000 - \$5,000,000	\$500,000	\$1,000,000
<b>Aircraft, Passenger, and Airport Operations (CSL)</b>						
Each Occurrence	N/A	\$1,000,000	N/A	N/A	N/A	N/A
<b>Products Liability and Complete Operations (CSL)</b>						
Each Occurrence	N/A	N/A	\$500,000	N/A	N/A	N/A
<b>Hangar Keepers Liability</b>						
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
<b>Workers' Compensation Liability:</b> <b>(Minimum amount of \$1,000,000 required for all permits that involve employees)</b>						

### **Business License**

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

### **ABC Permit**

*Permittee shall obtain a 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](mailto:Ventura@abc.ca.gov). Contact ABC if you have questions.*

### **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.*

**Scouting for filming**

*All scouting must be completed with an Operations Supervisor at least 7 days prior to the above items being submitted.*

**Written Permission**

*Written permission shall be obtained by the permittee when filming is to be done on a leasehold.*

**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. 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.*

**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.*

**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 start sending in the required documentation.
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 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.