



Film Permit Base Camp Guidance

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2457 • <https://www.vcrma.org/film-permits>

Base Camp Guidance

Do I need a separate permit for a base camp if I already applied for a film permit?

No, a base camp located within the unincorporated areas of Ventura County is not permitted separately when there is an active film permit application. Where filming occurs outside of Ventura County's jurisdiction, but the base camp will be located in unincorporated Ventura County, a separate film permit is required.

What information do I need to provide in my application regarding base camps?

All Film Permit applications must include a site map of the filming location, along with a property owner authorization form. The site map ([sample](#)) should indicate the location of the base camp, filming areas, parking, and the APNs of the properties being used. [Property Owner Authorization forms](#) are required for all Film Permits. If the base camp is located on a different property from where filming will take place, you must obtain and submit a separate Property Owner Authorization form from the base camp's property owner. Additionally, we request all applicants provide cast and crew counts, as well as how many vehicles will be parked at the base camp. In the application, please indicate if shuttling will be provided for base camps that are not a walkable distance from the filming location.

Are there any restrictions on the location of off-site base camps within unincorporated Ventura County?

Ventura County has no restrictions on the location of an off-site base camp, except in residential zones. Filming locations in residential zones require base camps to be located at least 500 feet away from the filming location unless the identified base camp is not zoned residential. Visit this [link](#) to determine the zoning of a property. Planning Division staff will also review this when a Film Permit application is submitted. View the associated memorandum regarding this restriction at the following [link](#).

Are productions charged an additional fee for base camps?

If a base camp is not located at the same site as the filming activity, it will be charged as an additional location. For more clarity on Planning Division film permit fees, please visit this [link](#).

Do filming activities that trigger waivers also apply to off-site base camps?

Yes, base camp activities are reviewed to determine if they exceed any waiver thresholds just as filming activities are reviewed. For example, if a film production

has an off-site base camp operating outside of standard hours (e.g., between the hours of 7:00 a.m. to 10:00 p.m.), the base camp would trigger waivers for the nearby properties. Please view this [link](#) for more information regarding the waiver process and specific waiver triggers within the Non-Coastal and Coastal Zones.

Our base camp is on state or federally owned land. Does that require a Film Permit?

No, any filming activities that take place on State or Federally owned land are not administered by the County of Ventura including base camps. State and Federal agencies administer their own Film Permits within their respective jurisdictions.

We are filming on a public street or sidewalk in the Non-Coastal Zone. Would we need a film permit from the Planning Division?

Filming activities that take place in the public right-of-way (i.e., streets and sidewalks) within the Non-Coastal Zone do not require a permit from the Planning Division. However, an [Encroachment Permit](#) would be required from the Public Works Agency Transportation Division. If the production base camp is located in unincorporated Ventura County, it will require a Film Permit from the Planning Division.

Please note that all filming activities and base camps that are located within the right-of-way in the Coastal Zone will require both a Film Permit from the Planning Division and an [Encroachment Permit](#) from the Transportation Division. Filming activities in the Coastal Zone have a separate set of requirements to be met. Contact the Film Permit Coordinator if assistance is needed to determine whether the film location is within the Coastal Zone or the Non-Coastal Zone.

For questions pertaining to [Encroachment Permits](#) please contact the Public Works Transportation staff at PWA.Transpermits@ventura.org or (805) 654-2055.

How do I contact the Ventura County Film Permit Coordinator?

County of Ventura Planning Division
Film Permit Coordinator
800 S. Victoria Ave, L#1740
Ventura, CA. 93009
(805) 654-2457
film.permits@ventura.org

Film Permit website: <https://vcrma.org/en/film-permits>