



# **CITY OF MAPLE RIDGE** **FILMING GUIDELINES**

Thank you for your interest and consideration  
of Maple Ridge as a film production location.

Attached you will find the necessary information  
and application forms required for filming within  
The City of Maple Ridge.

## **PLEASE CONTACT**

The City of Maple Ridge  
11995 Haney Place, Maple Ridge, BC V2X 6A9  
Monday - Friday: 8am - 4pm

Film Production Liaison  
Draeven McGowan  
604-467-7488  
[dmcgowan@mapleridge.ca](mailto:dmcgowan@mapleridge.ca)

## Contents

FIRST STEPS.....	3
FILM PERMIT, BUSINESS LICENCE AND LIABILITY INSURANCE .....	3
ELECTRICAL PERMITS AND ELECTRICAL INSPECTIONS .....	3
STREET USE AND TRAFFIC CONTROL .....	4
RENTAL OF MUNICIPAL PARKS & PROPERTY.....	4
PRIVATE PROPERTY – OWNERS AND OCCUPANTS.....	4
BYLAWS & NOISE CONTROL.....	5
OTHER CONDITIONS FOR FILMING IN THE CITY OF MAPLE RIDGE.....	5
GRANTING APPROVAL .....	6
FEE SCHEDULE .....	7
ELECTRICAL PERMIT FEES .....	8
FILM PERMIT APPLICATION .....	9
BUSINESS LICENCE .....	10-12
STREET USE REQUEST (ADDENDUM A).....	13
ELECTRICAL PERMIT APPLICATION (ADDENDUM B).....	14
ELECTRICAL CONTRACTOR AUTHORIZATION FORM (ADDENDUM C).....	15
REQUEST FOR NOISE-BY-LAW RELAXATION .....	16
HOLD HARMLESS AGREEMENT (ADDENDUM E) .....	17
FILMING CHECKLIST (ADDENDUM F).....	18

## FIRST STEPS

At the City of Maple Ridge we endeavour to provide the film industry with reasonable access and use of the many features the City has to offer for location filming. Our goal is to ensure the City's requirements are clear and easily followed by providing these guidelines and application forms, and by providing a film liaison on staff to assist in these processes. We anticipate and appreciate your reciprocal respect and clarity in your dealings with The City of Maple Ridge.

1. Please familiarize yourself with the film guidelines, fee schedule and application forms.
2. Complete the Film Permit Application and file it with the Economic Development Department in person or by email to [mjohnson@mapleridge.ca](mailto:mjohnson@mapleridge.ca), at least five (5) working days in advance to allow for processing through the various approval stages.
3. Contact the Film Liaison at 604-467-7488 to discuss your application and get your questions answered.

## FILM PERMIT, BUSINESS LICENCE AND LIABILITY INSURANCE

1. A \$208.00 (+tax) application fee is required for each Film Permit Application which covers the first six locations. Each additional location is \$52.00.
2. The production company is required to obtain a Business Licence for The City of Maple Ridge. (See Fee Schedule on Page 7 for more details). This may be done through the Film Liaison and deducted from your initial deposit.
3. The City requires a certified copy of the production company's insurance policy, evidencing a minimum of \$5,000,000.00 (five million dollars) comprehensive liability insurance. The certificate should name **The City of Maple Ridge and School District No. 42** as additional named insured and providing that the said policy shall not be cancelled, lapsed, or materially altered without 30 days' notice in writing. The certificate must be delivered to the City of Maple Ridge prior to issuance of a Filming Permit.
4. Sign and submit the Hold Harmless agreement (Addendum E) with your permit.
5. **The Film Production Liaison will estimate a deposit amount** based upon the film production's requirements. All fees will be deducted from this deposit.

### SPECIFIC WORDING FOR LIABILITY INSURANCE REQUIREMENTS


Liability Insurance MUST have the following bolded text written in the policy, naming:

**The City of Maple Ridge and School District No. 42**, as additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the City of Maple Ridge.

Policies without this wording on the certificate will not be accepted.

## ELECTRICAL PERMITS AND ELECTRICAL INSPECTIONS

1. A **Municipal Electrical Permit (Addendum B)** is required prior to energizing any electrical equipment for filming purposes in the City of Maple Ridge as per the Canadian Electrical Code Section 2-016.

	<b>MAPLE RIDGE</b> British Columbia	<b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9	<b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm	<b>Film Production Liaison</b> Draeven McGowan 604-467-7488 <a href="mailto:dmcgowan@mapleridge.ca">dmcgowan@mapleridge.ca</a>
---	--	--	--	---

2. An **Electrical Contractor Authorization Form (Addendum C)** is to be fully completed by your generator operator and submitted with your Electrical Permit Application. The City of Maple Ridge may require a copy of the generator operator's Electrical Contractor Registration card showing class designation. The registered electrical contractor listed on the form **MUST** be on-site during the inspection. One Electrical Contractor Authorization form is required for each location.
3. Use the crew call time of your starting date as the time for the electrical inspection. **If the proposed filming is cancelled, or you need to reschedule your inspection time** up to and including the day of inspection, call the Film Production Liaison at 604-467-7488. If filming is cancelled without 24-hour's notification, you will forfeit the inspection fee charge. Our office is open Monday – Friday from 8 am - 4 pm.

## STREET USE AND TRAFFIC CONTROL


1. In most cases, street parking can be provided for essential unit vehicles. Where off-street parking is available, the film production company should use it for non-essential vehicles, e.g. crew parking. In locations where off-street parking is not available the film production company may be required to use a remote parking location and arrange for a suitable shuttle. **Parking should be organized to minimize the disruption to the area and cones and traffic personnel shall be in place at all times. Vehicles may be required to be identified with signage/hangers.**
2. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for **no longer than three continuous minutes during each ten minute period.**
3. The production company will be required to obtain, at their cost, currently certified or licensed professionals for traffic and/or crowd control where deemed necessary by The City. The traffic control plan must be forwarded to the Maple Ridge RCMP and Fire Department with a minimum of five (5) days' notice for their approval. Where traffic control is required by the RCMP i.e. process trailer shots, please contact the Film Production Liaison who in turn will contact the Traffic Control Department of the RCMP.
4. Streets in the Central Business City shall not be closed during the retail business day without arrangements being made with businesses affected by the closure.
5. Major streets shall not be closed during rush hour or other high volume traffic periods.
6. Emergency equipment and school buses shall have the absolute right-of-way and shall not be impeded for any reason.

## RENTAL OF MUNICIPAL PARKS & PROPERTY

1. Rentals of Municipal Parks and Facilities and other Municipal Properties can be handled through the Film Production

## PRIVATE PROPERTY – OWNERS AND OCCUPANTS

1. All Owners or Occupants of properties within a street closure area or within any area impacted by filming are to be notified in writing of the activity by the Film Production Company as far in advance of the filming as possible, ideally 5 business days.

 <p><b>MAPLE RIDGE</b> British Columbia</p>	<p><b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9</p>	<p><b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm</p>	<p><b>Film Production Liaison</b> Draeven McGowan 604-467-7488 dmcgowan@mapleridge.ca</p>
--	---	---	---


2. The Film Production Company will be directly responsible for addressing any problems that residents in the affected area may have as a result of filming.
3. Notifications to property owners/occupants must include:
  - a) Name of the Film Production Company
  - b) A brief description of the activity
  - c) Date and time the Film Production Company will be working in the area
  - d) Name and telephone number of the location manager
  - e) Name and telephone number of on-site contact
  - f) Telephone number of the City of Maple Ridge Film Production Liaison (604) 467-7488
  - g) Telephone number of Creative BC (604) 730-2732

## BYLAWS & NOISE CONTROL

Late night and early morning move-ins, move-outs or filming outside the hours defined in Maple Ridge Noise Control Bylaw No. 5122 - 1994, as amended, will not be permitted unless Bylaw Services provides written approval to the film production company. Copies of the relevant City bylaws are available through the Economic Development Department or on our website.

## OTHER CONDITIONS FOR FILMING IN THE CITY OF MAPLE RIDGE

1. Once a Filming Permit has been issued, any changes in dates, times or location may result in cancellation of the existing permit, requiring the film production company to re-apply.
2. The film production company cannot change locations without first notifying the Film Production Liaison and receiving approval.
3. If the City deems it necessary, a Municipal staff representative shall be onsite to ensure guidelines and permit conditions are adhered to.
4. **All filming taking place in the downtown core must retain the services of a Film Site Liaison.** Please contact our office for details.
5. Inspections of the filming location may be made by The City prior to, during and after filming to ensure guideline and permit conditions are adhered to.
6. All time frames for approval are approximate and may change subject to staff availability for permit processing.
7. The production company may be required to provide a damage deposit in the amount deemed necessary by The City of Maple Ridge.
8. The name(s) and number(s) of person(s) in charge on the set shall be provided to the Film Production Liaison.
9. It is recognized that use of Municipal facilities, personnel, and equipment is dependent upon availability and may in emergency situations be withdrawn without notice or liability.

	<b>MAPLE RIDGE</b> British Columbia	<b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9	<b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm	<b>Film Production Liaison</b> Draeven McGowan 604-467-7488 dmcgowan@mapleridge.ca
---	--	--	--	---

## GRANTING APPROVAL

The City of Maple Ridge shall be guided in part by the following considerations when determining whether a Film Application is approved:


1. **First Come-First Served:** Film Production Companies will be handled on a first-come-first-served basis. The City reserves the right to limit the number of film companies operating in The City at one time.
2. **City Property:** The City of Maple Ridge reserves the right to approve or deny any requests for filming on location involving City property.
3. **Hot Locations:** It may be necessary for the City to limit the use of any film location. The City will be guided by a majority petition from impacted parties to limit filming in any location as well as the amount of previous filming in an area.
4. **Safe & Sound:** The City of Maple Ridge reserves the right to deny applications that it views as detrimental to the safety and comfort of its citizens or that may negatively impact the environment.

### PENALTIES FOR GUIDELINE & CONDITION VIOLATIONS

Any violation of the above-noted Guidelines may result in immediate cancellation of filming permits

A re-issuance of a permit that has been cancelled due to a violation  
may require Municipal Council approval.

**NOTE:** The City requires a Location Manager or Assistant Location Manager to be on site at all times during filming. This person shall possess the ability to communicate effectively with Municipal staff, both orally and in writing. The film production company is to provide a 24-hour emergency telephone number in case of fire, theft etc.


 <p><b>MAPLE RIDGE</b> British Columbia</p>	<p><b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9</p>	<p><b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm</p>	<p><b>Film Production Liaison</b> Draeven McGowan 604-467-7488 dmcgowan@mapleridge.ca</p>
--	---	---	---



CITY OF MAPLE RIDGE  
FEE SCHEDULE  
FILM PRODUCTION

<u>ITEM</u>	<u>RATE</u>
Filming Permit Application Fee	
• Per application (1 – 6 locations)	\$250.00
• Each additional location	\$ 75.00
Municipal Street Use Fee	\$150.00 per day
Business Licence (no GST)	\$110.00 per year (\$55.00 if after October 1)
Electrical Permit (no GST)	Please see attached fee schedule
Municipal Facility	As per Parks, Recreation and Culture fee rates
Municipal Staff Representative (Outside of regular working hours)	Two times current Collective Agreement rate
Municipal Parks	\$800.00 per day
Neighbourhood Parks	\$500.00 per day
Jim Robson Parking Lot	\$350.00 per day
Special FX Permit	\$150.00 per application
Fire Fighter in Turnout Gear	\$83.00 per hour
Fire Truck	\$300.00 per hour
Fire Truck and Crew (4 personnel with SCBA)	\$578.00 per hour
RCMP Member (Plus 10% Admin. Fee)	\$75.00 - \$90.00 per hour
Equipment and Vehicles	To be determined by RCMP

*All fees are non-refundable. In some cases the City may require a refundable security deposit. It is intended that this deposit will guarantee the clean-up of the site and compliance with the terms agreed to by the City and the Production Company.*

 <p><b>MAPLE RIDGE</b> British Columbia</p>	<p><b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9</p>	<p><b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm</p>	<p><b>Film Production Liaison</b> Draeven McGowan 604-467-7488 dmcgowan@mapleridge.ca</p>
--	---	---	---



CITY OF MAPLE RIDGE  
ELECTRICAL PERMIT FEES  
FILM PRODUCTION

One Location – valid for 180 days from issuance	\$150.00
Two Locations – valid for 180 days	\$210.00
Three Locations – valid for 180 days	\$270.00
Four Locations – valid for 180 days	\$300.00
Five Locations – valid for 180 days	\$360.00
Six Locations – valid for 180 days	\$420.00
Seven Locations – valid for 180 days	\$480.00
Eight Locations – valid for 180 days	\$540.00
Nine Locations – valid for 180 days	\$600.00
Annual Permit – unlimited locations	\$660.00
Additional Fee: Inspections outside normal work hours Before 8:00 am or after 4:00 pm Mon – Fri. Weekends and statutory holidays	\$208.00

 <b>MAPLE RIDGE</b> British Columbia	<b>CITY OF MAPLE RIDGE</b> 11995 Haney Place Maple Ridge, BC, Canada V2X 6A9	<b>CITY HALL HOURS</b> Monday-Friday 8am – 4pm	<b>Film Production Liaison</b> Draeven McGowan 604-467-7488 dmcgowan@mapleridge.ca
--	--	--	---



# CITY OF MAPLE RIDGE FILM PERMIT APPLICATION

For multiple locations, fill in this form once and provide an addendum of locations.  
Email the Film Liaison [mjohnson@mapleridge.ca](mailto:mjohnson@mapleridge.ca) five (5) business day in advance of filming.

Date of Application \_\_\_\_\_

Name of Film Production Company \_\_\_\_\_

Business Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Production Studio \_\_\_\_\_

Name of Location Manager \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Production \_\_\_\_\_

Feature  
  TV Movie  
  TV Series  
  Commercial  
  Radio  
  Still Photography  
  Other

Total Production Budget \_\_\_\_\_

Location Dept. Budget \_\_\_\_\_

General Project Description \_\_\_\_\_

Location of Filming \_\_\_\_\_

Move In Date & Time \_\_\_\_\_ Move Out Date & Time \_\_\_\_\_

Filming Date & Time \_\_\_\_\_

Special Effects:  Guns/Gunfire  
  Animals  
  Rain/Snow  
  Fire/Explosions  
  Stunts  
  Other

Request Pyrotechnic Activities Approval Meeting \_\_\_\_\_

**Request Facilities**

<input type="checkbox"/> On Street Parking (Use Addendum A)	<input type="checkbox"/> Municipal Land	<input type="checkbox"/> Other Municipal Building
<input type="checkbox"/> Street Occupancy	<input type="checkbox"/> Municipal Parking Lot	<input type="checkbox"/> Equipment
<input type="checkbox"/> Street Closures	<input type="checkbox"/> Fire Hall	<input type="checkbox"/> Personnel (see below)
<input type="checkbox"/> Municipal Park	<input type="checkbox"/> Municipal Hall	

Municipal Employees Requires (specify) \_\_\_\_\_

Do you have a business licence for The City of Maple Ridge?  Yes    No  
(Note: You must have a valid business licence for filming in The City of Maple Ridge)

Signature \_\_\_\_\_



**CITY OF MAPLE RIDGE**  
 11995 Haney Place  
 Maple Ridge, BC Canada  
 V2X 6A9

**CITY HALL HOURS**  
 Monday - Friday  
 8am - 4pm

**FILM PRODUCTION LIAISON**  
 Draeven McGowan  
 604-467-7488  
[dmcgowan@mapleridge.ca](mailto:dmcgowan@mapleridge.ca)



# Business Licence Application Form

<input type="checkbox"/> COMMERCIAL/INDUSTRIAL	<input type="checkbox"/> HOME BASED	<input type="checkbox"/> NON RESIDENT
<input type="checkbox"/> NEW	<input type="checkbox"/> INTER-MUNICIPAL LICENCE (\$250)	<input type="checkbox"/> CHANGE OF BUSINESS NAME
<input type="checkbox"/> CHANGE OF OWNER (\$50 COMMERCIAL)	<input type="checkbox"/> CHANGE OF LOCATION (\$50 COMMERCIAL)	

**SECTION A: BUSINESS INFORMATION. TO BE COMPLETED BY ALL BUSINESS LICENCE APPLICANTS.**

NOTE: BUSINESS INFORMATION IS NOT CONSIDERED PERSONAL INFORMATION AND MAY BE RELEASED IN A PUBLIC DOCUMENT.

BUSINESS NAME			
TYPE OF BUSINESS (FULLY DESCRIBE SERVICES)			
PROPOSED START DATE OF BUSINESS		INCLUDE BUSINESS IN LICENCE DIRECTORY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
BUSINESS OWNER NAME			
BUSINESS ADDRESS INCLUDING POSTAL CODE			
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			
TELEPHONE AND CONTACT INFORMATION * (*PHONE NUMBERS ARE RELEASED IN A PUBLIC DOCUMENT)	WORK:	FAX:	
	MOBILE:		
	EMAIL ADDRESS:		
	WEBSITE:		
NUMBER OF EMPLOYEES (INCLUDING OWNERS)	FULL TIME:	PART TIME:	
<p>CONTRACTORS WITH THE FOLLOWING BUSINESSES, PLEASE PROVIDE COPIES OF YOUR TRADE ACCREDITATION/LICENCE</p> <p style="text-align: center;">PLEASE CIRCLE: <input type="radio"/> ELECTRICAL   <input type="radio"/> GAS   <input type="radio"/> PLUMBING   SECURITY</p>			

**SECTION B: HOME BASED BUSINESS - ADDITIONAL INFORMATION IF YOUR BUSINESS IS OPERATING FROM YOUR HOME IN MAPLE RIDGE. \*\*\* PLEASE NOTE: A HOME INSPECTION IS REQUIRED PRIOR TO ISSUANCE OF LICENCE TO ENSURE COMPLIANCE WITH ACCESSORY HOME OCCUPATION USE. \*\*\***

TOTAL GROSS AREA OF THE HOME (M <sup>2</sup> ) :	AMOUNT OF FLOOR SPACE USED FOR THE BUSINESS (M <sup>2</sup> ):
ARE GOODS, VEHICLES OR EQUIPMENT STORED ON THE PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE EXPLAIN:  IF YES, NUMBER OF CHILDREN IN YOUR CARE:
IS MERCHANDISE SOLD TO THE GENERAL PUBLIC? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, DOES THE PUBLIC ENTER ONTO THE PREMISES TO COLLECT THE MERCHANDISE? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU OPERATING A DAYCARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

# Business Licence Application Form

**SECTION C: COMMERCIAL BUSINESS - ADDITIONAL INFORMATION IF YOUR BUSINESS IS OPERATING FROM A COMMERCIAL OR INDUSTRIAL UNIT IN MAPLE RIDGE.**

<p>ARE YOU MAKING OR HAVE YOU MADE STRUCTURAL CHANGES/RENOVATIONS TO THE PREMISES /UNIT?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>IF YES PLEASE DESCRIBE (PLEASE NOTE PERMITS MAY BE REQUIRED)</p>
<p>TOTAL GROSS FLOOR AREA OF BUSINESS (M<sup>2</sup>) : (FEE MAY BE CALCULATED ON M<sup>2</sup>)</p>	
<p>ARE YOU SHARING PREMISES WITH ANOTHER BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>IF YES, NAME OF BUSINESS:</p>
<p>IF OPERATING A RESTAURANT/CAFÉ? PLEASE PROVIDE THE FOLLOWING INFORMATION:</p> <p>NUMBER OF SEATS IN THE RESTAURANT _____</p> <p>PLEASE CONTACT THE LOCAL FRASER HEALTH AUTHORITY IN ORDER TO OBTAIN FRASER HEALTH APPROVAL</p>	<p>WILL YOU BE HOLDING ANY CLASSES? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YES: PLEASE LIST THE TYPE OF CLASSES: _____</p> <p>MAXIMUM NUMBER OF PARTICIPANTS PER CLASS: _____</p>
<p>WILL YOU BE SERVING ALCOHOL? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>TYPE OF LIQUOR LICENCE (PLEASE CONTACT THE BC LIQUOR CONTROL BOARD TO OBTAIN APPROVAL)</p>

**BUSINESS EMERGENCY CONTACT PERSON (FOR RCMP OR FIRE EMERGENCIES AT YOUR BUSINESS)**

NAME: \_\_\_\_\_ PHONE : \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

I/we the undersigned make application for a business licence in accordance with the information given and declare the statements are true and correct. I/we understand that a business cannot operate without first obtaining a valid business licence and payment of the application fee does not guarantee the issuance of a licence. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the City of Maple Ridge.

FORM COMPLETED BY : \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POSITION IN BUSINESS: \_\_\_\_\_ DATE: \_\_\_\_\_

Business Licences are public records that are available for inspection upon request at the City of Maple Ridge. The City may also use business licence information, including those of home-based businesses for publication on the City's website. All information gathered for business licensing purposes is managed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.



# Business Licence Application Form

## FOR OFFICE USE ONLY

BUSINESS LICENCE NUMBER:		
PAYMENT RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DEBIT <input type="checkbox"/> CHEQUE <input type="checkbox"/> CASH            AMOUNT : \$ _____		
<b>ZONING APPROVAL</b>		
DATE:	ZONE:	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO
IF NO, GIVE REASON:		
APPROVED BY (PRINT NAME):		
SIGNATURE:		
<b>INSPECTIONS</b>		
BUILDING	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
ELECTRICAL	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
GAS	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
PLUMBING	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
FIRE	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
HEALTH	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
BCLCB	REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> YES
<b>ISSUANCE</b>		
APPROVED BY (PRINT NAME):		
SIGNATURE:		
ISSUED DATE:	DATE MAILED:	

# CITY OF MAPLE RIDGE STREET USE PERMIT

## ADDENDUM A

Date of Application \_\_\_\_\_

Name of Film Production Company \_\_\_\_\_

Name of Location Manager \_\_\_\_\_ Phone \_\_\_\_\_

Name of Production \_\_\_\_\_

Location \_\_\_\_\_

Street \_\_\_\_\_ Side \_\_\_\_\_

Required From  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_

To  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_

Work Trucks  Crew Park  Circus  Generator  Lighting  Catering  Picture

Traffic Control/Intermittent Stoppages Required \_\_\_\_\_

Location \_\_\_\_\_

Street \_\_\_\_\_ Side \_\_\_\_\_

Required From  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_

To  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_

Work Trucks  Crew Park  Circus  Generator  Lighting  Catering  Picture

Traffic Control/Intermittent Stoppages Required \_\_\_\_\_

### OFFICE USE ONLY

Approved \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

# CITY OF MAPLE RIDGE ELECTRICAL PERMIT APPLICATION FOR FILMING

## ADDENDUM B (Optional)

Date \_\_\_\_\_

Movie Set Location \_\_\_\_\_

Production Company Name \_\_\_\_\_ Business Licence No. \_\_\_\_\_

AR's No. \_\_\_\_\_ AR's Name \_\_\_\_\_ Class \_\_\_\_\_

Description of Work \_\_\_\_\_ Film Shoot \_\_\_\_\_

**PLEASE NOTE:** The City of Maple Ridge inspects all electrical permit applications in The City. Inspection times should be booked for whenever crew call time is on your start day.

# of Generators \_\_\_\_\_ Total KVA \_\_\_\_\_ Volts \_\_\_\_\_ Amps \_\_\_\_\_

**\* PLEASE INDICATE TIME OF CREW CALL FOR FIRST DAY**

Location Start Date \_\_\_\_\_ Location End Date \_\_\_\_\_

\* Start Date Crew Call Time \_\_\_\_\_

Location Contact and Phone Number \_\_\_\_\_  
(This person MUST be on location at time of inspection)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Phone Number

### Please List Additional Locations Below

Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Inspection Time \_\_\_\_\_

Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Inspection Time \_\_\_\_\_

Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Inspection Time \_\_\_\_\_

Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Inspection Time \_\_\_\_\_

Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Inspection Time \_\_\_\_\_



**CITY OF MAPLE RIDGE**  
11995 Haney Place  
Maple Ridge, BC Canada  
V2X 6A9

**CITY HALL HOURS**  
Monday - Friday  
8am - 4pm

**FILM PRODUCTION LIAISON**  
Draeven McGowan  
604-467-7488  
dmcgowan@mapleridge.ca



**CITY OF MAPLE RIDGE**  
**ELECTRICAL CONTRACTOR AUTHORIZATION**  
 FOR FILMING

**ADDENDUM C**

**INSTALLATION**

Permit Number: (Office Use Only)	
Production Co:	Project Name:
Film Location Street No.	Film Location Street Name:
Site or Location Name if applicable (Business name, Park, Facility, Residence, etc.):	
Circus Location:	

**REGISTERED ELECTRICAL CONTRACTOR INFORMATION**

Registered Electrical Contractor (EC) Name (please print):		
Registration No.	Telephone:	Fax:

**DECLARATION ELECTRICAL CONTRACTOR TO THE ELECTRICAL INSPECTION OFFICE**

Registered Representative Reg. No. (RR):	Reg. Rep. Classes:		
<p>I, _____, a registered representative for the above production company, will physically inspect the electrical work completed under the above-mentioned permit, and hereby certify that the electrical installation authorized thereby will be installed to comply with the Electrical Safety Act and Regulations of British Columbia.</p>			
Registered Representative (RR) Signature:	Date: year	month	day
Generator Set Up Date:	Date: year	month	day
Type of Grounding Electrode:	<input type="checkbox"/> ROD <input type="checkbox"/> PLATE		
# of Generators	List Individual KVA		

# CITY OF MAPLE RIDGE

# NOISE BYLAW RELAXATION

Email the Film Liaison [dmcgowan@mapleridge.ca](mailto:dmcgowan@mapleridge.ca) three (3) business days in advance of filming.

## ADDENDUM D

### USE THIS AS A GUIDE FOR YOUR REQUEST FOR NOISE BYLAW RELAXATION.

Please include all relevant information and provide supporting documents as necessary.

Date of Request

Production Company

Production Company Address

Location Manager

LM Phone

### NOISE BYLAW RELAXATION REQUEST FOR FILM PRODUCTION

Please accept this letter as our request for a temporary Noise Bylaw Relaxation for our film production in The City of Maple Ridge.

Filming Location

Circus Location

Description of Activities

Interior  Exterior  Both

### FILMING DETAILS

Start Date

Start Time

End Date

End Time

### EQUIPMENT TRUCKS AND CIRCUS DETAILS

Arrival Date

Arrival Time

Departure Date

Departure Time

### OFFICE USE ONLY

Approved

File No. \_\_\_\_\_ Comments: \_\_\_\_\_

Declined

\_\_\_\_\_



# CITY OF MAPLE RIDGE HOLD HARMLESS AGREEMENT

## ADDENDUM E

\_\_\_\_\_ agrees to assume and hold harmless The City of Maple Ridge, its officers, employees and agents (collectively the “Indemnified Parties”) from all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which they were granted a Filming Permit by The City of Maple Ridge (except to the extent arising out of the Indemnified Parties’ breach, negligence or willful misconduct).

Further, \_\_\_\_\_ agrees to indemnify and defend, saving harmless the Indemnified Parties against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, and occurring during the period and as a result of the activities for which this licence was issued, except to the extent due to the acts or omissions of any officers or employees of The City of Maple Ridge, or caused by or arising out of the condition of any Municipally-owned or controlled property, whether real or personal.

Business Name \_\_\_\_\_

Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
City of Maple Ridge

Date \_\_\_\_\_

# CITY OF MAPLE RIDGE FILMING CHECKLIST

## ADDENDUM F

- Film Application** submitted at least five (5) business days in advance of requested filming date.
- Film Deposit** will be determined by the Film Liaison after the application has been submitted.
- Street Use Request (Addendum A)** submitted with site plan. (see below)
- Site plan** submitted showing area of filming, times, dates and parking locations of production units and employee vehicles.
- Meeting arranged** with production company and The City personnel (as necessary).
- Hold Harmless Agreement (Addendum E)** signed and filed with Film Liaison.
- Electrical Permit Application (Addendum B) & Electrical Contractor Authorization (Addendum C)** form submitted.
- Business Licence** application sent to Bylaws Department via Film Liaison.
- Traffic control company** hired.     Required     Not Required
- Park use request** approved and booked.
- Municipal property use request** approved and booked.
- Insurance certificate received by The City** with the following details:
  - \$5,000,000 coverage
  - Name **The City of Maple Ridge, and School District No. 42 as additional insureds**  
(see page 3 of the Filming Guidelines for specific wording)
  - No cancellation without thirty (30) days written notice
- If required, **Noise Relaxation Request (Addendum D)** form submitted at least three (3) business days in advance of filming.
- Resident letter approved** by the Film Liaison and distributed by the film production company.  
(see page 5 of the Filming Guidelines)
- If you need to **change the time of your electrical inspection**, including on the day of the inspection (Monday - Friday), call the Film Liaison at 604-467-7488 as soon as possible to re-book the inspection.
- Filming Permit signed** by both parties and a copy is kept on location.