

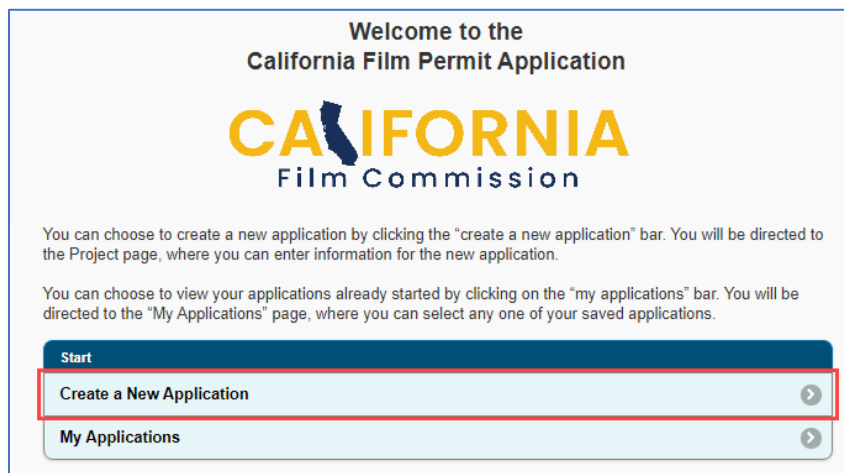
## CFC Permit Application Help

### Creating New Applications

Before you create a new application, you must first create an account. Return to the [help page](#) to learn how to create an account before proceeding.

#### Create a new application:

Begin by clicking the "Create a New Application" button.



Next, fill in the fields and click the button, "Create Application."

California Film Permit Application

Create Application

Project Title: Acme Home Improvement Ad ← Title of your choice

Permit Category: Buildings/Facilities (State owned properties, eg: DMV, State prisons, Wa... Select from dropdowns

Project Type: Commercial for TV Select from dropdowns

Budget Range: \$0 - \$10,000 Select from dropdowns

Create Application ←

Once the information required in the "Create an Application" section is entered, the user can move through the 5 sections of the application. An **application summary** screen is shown below:

71 - Acme Home Improvement Ad In Progress

**Application Summary**

There are Five Sections to the Application. Enter and **save** the information in the **Production Company**, **Contacts** and **Location/Activities** sections and mark **complete**. Please **submit your application** at this point.

Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance** section and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections complete once they have reviewed the documents.

Sections	
Production Company	Not Started
Contact Information	Not Started
Locations/Activities	Not Started
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started

As sections are completed, the boxes on the right-hand side will show as **Complete** or **In Progress**.

71 - Acme Home Improvement Ad In Progress

**Application Summary**

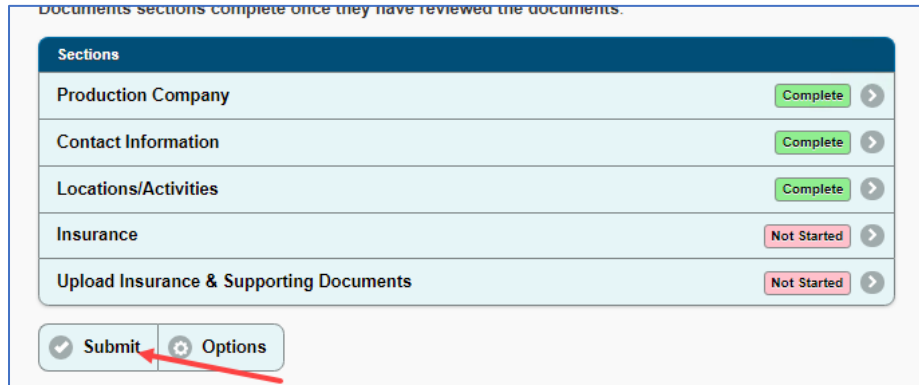
There are Five Sections to the Application. Enter and **save** the information in the **Production Company**, **Contacts** and **Location/Activities** sections and mark **complete**. Please **submit your application** at this point.

Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance** section and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections complete once they have reviewed the documents.

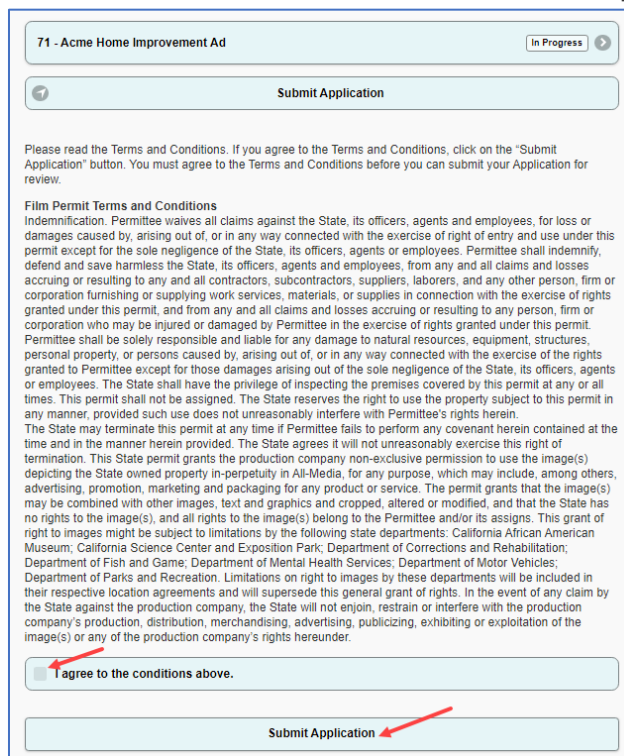
Sections	
Production Company	Complete
Contact Information	In Progress
Locations/Activities	Not Started
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started

➔ [Visit the help page for instructions on filling out all five sections](#) ←

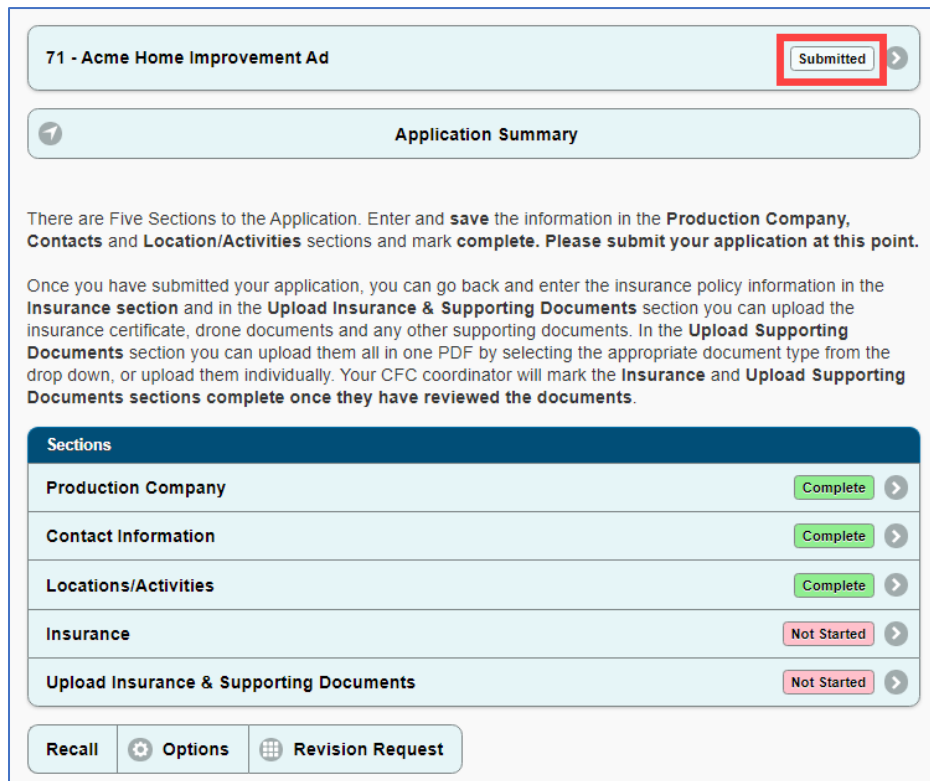
Once the first three sections (Production Company, Contacts, and Location/Activities) are marked as “Complete” the application should be submitted. You must submit your application at least 4 business days (96 hours) before your first prep/shoot date. The “Submit” button will not be active until the first three sections have been completed.



Hitting the "Submit" button will move you to the "Terms and Conditions" page. Check the "I agree to the above conditions" box and then hit the "Submit Application" bar.



You will receive an email from the system letting you know your application has been successfully submitted and the status next the project name will change to "Submitted".



71 - Acme Home Improvement Ad Submitted

**Application Summary**

There are Five Sections to the Application. Enter and **save** the information in the **Production Company**, **Contacts** and **Location/Activities** sections and mark **complete**. **Please submit your application at this point.**

Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance section** and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections **complete** once they have reviewed the documents.

Sections	
Production Company	Complete
Contact Information	Complete
Locations/Activities	Complete
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started

Recall Options Revision Request

Applicants can add information in the Insurance section and upload documents in the Upload Insurance & Supporting Documents section either before or after they have submitted their application. The status for these sections will show "In Progress" The CFC Permit Coordinator will mark those sections complete once they have reviewed the documents.

Return to the [help page](#) for more guidance.

See next page for editing information...

If you need to edit any information while the Application is still in the “**Submitted**” stage, click “**Recall**”, and return to the section in which needs editing, and edit your information.

71 - Acme Home Improvement Ad Submitted

**Application Summary**

There are Five Sections to the Application. Enter and **save** the information in the **Production Company**, **Contacts** and **Location/Activities** sections and mark **complete**. Please submit your application at this point.

Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance** section and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections complete once they have reviewed the documents.

Sections	
Production Company	Complete
Contact Information	Complete
Locations/Activities	Complete
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started

**Recall** Options Revision Request

*Note: Red boxes highlight the 'Submitted' button and the 'Recall' button. Red arrows point from the 'Recall' button to the 'Complete' button in the 'Production Company' row and to the 'Not Started' button in the 'Upload Insurance & Supporting Documents' row.*

After editing, be sure to click the “Submit” button once more.

Locations/Activities	Complete
Insurance	Not Started
Upload Insurance & Supporting Documents	Not Started

**Submit** Options

*Note: A red arrow points to the 'Submit' button.*

Once your application is “Under Review,” you must select “**Revision Request**” to edit your information.

**Recall** Options **Revision Request**

*Note: A red box highlights the 'Revision Request' button.*