

Caltrans Permit Application Requirements

A complete application package with the following information and documents must be submitted:

1. Provide specific details regarding the filming activity proposal
 - a. Complete production tasks
 - b. Total number of vehicles and types that will be on the Caltrans right of way during filming or parked on Caltrans property.
 - c. Total number of cast and crew members
 - d. Number of lanes that will be used during filming
2. Site/Vicinity Map for all film permit applications
 - a. Use the Caltrans Postmile Map:
<https://postmile.dot.ca.gov/PMQT/PostmileQueryTool.html>
 - b. Click on the 'line' button (circled in red) to enable the start/end points of your route.
 - c. Click into the first numeric input box (where 1.841 is in the screenshot)
 - d. Then click on your start point
 - e. Now click into the box underneath it (where 14.255 is in the screenshot) and...
 - f. Click your end point.
 - g. Use the print function in your browser (Ctrl/Cmd+P) and select '...Print to PDF' as your printer to save as a PDF
 - h. Upload this PDF Postmile map to your application.
3. If a lane, curb-lane, or full closure is part of the filming activity, then a Traffic Control Plan (TCP) is necessary. Your application is not complete without the TCP.
 - a. Required to be stamped and sealed by a professional engineer (Civil or Traffic) with valid CA registration (Caltrans Encroachment Permit Manual Section 202.5)
 - b. Plans are required to be flattened and in PDF, safeguarding the engineer's seal and signature.
 - c. Caltrans Standard Plans are acceptable, but Caltrans must approve.
 - d. CA Licensed contractors (A or C31) can layout traffic controls on State roadways
 - i. Caltrans EP Applicant – Contractor Authorization Form (DOT TR-0429) will be required.
4. If filming will take place on an Interstate Highway (Any highway with a blue shield logo on a map) an extra Certificate of Insurance, along with a separate Additional Insured Endorsement form will be necessary.
 - a. The Federal Highway Administration (FHWA) also requires the following to be named as certificate holder on a separate Certificate of Insurance as well as a separate Additional Insured Endorsement form.
 - i. Certificate Holder:
*State of California, Department of Transportation
100 South Main Street, Suite 100
Los Angeles, CA 90012*
 - b. With the Following Description of Operations and Additional Insured Endorsement language:
 - i. *"The United States Department of Transportation, Federal Highway Administration (FHWA), and the State of California, Department of Transportation (Caltrans), are included as Additional Insureds for the permitted filming activities on Interstate Right-of-Way under Permit #*xxx-xxx-xxxx* / CFC #*xxxxx*."*
(Permit# and CFC# will be provided.)

The screenshot shows the 'Postmile' application interface. At the top, there are 'Map' and 'Satellite' tabs. Below them are radio buttons for 'Point', 'Line', and 'Components', with 'Line' selected and circled in red. The 'County' dropdown is set to 'FRE-Fresno'. The 'Route' dropdown is set to '198'. The 'Postmile' section has two input fields: the first contains '1.841' and the second contains '14.255'. There are 'Go' and 'Start Over' buttons. Below this is a 'Geo-Coordinates' section with a table of coordinates for two points:

	Latitude:	Longitude:
1:	36° 9' 22.2" N	120° 38' 10.6" W
2:	36° 5' 53.3" N	120° 27' 44.2" W

At the bottom of the coordinates section, there are 'Go' and 'Deg/Min/Sec/Card' buttons.