



INSPECTOR AND VEHICLE CHARTER REQUEST FORM					
CHECK PROJECT TYPE		FILM		CONSTRUCTION	
THE FOLLOWING CONDITIONS MUST BE UNDERSTOOD AND ACCEPTED TO COMPLETE THE PROCESSING OF YOUR REQUEST.					
<ul style="list-style-type: none">• Requests for inspector support are to be made 5 business days to the start of project.• Requests for LRV, Motor coach, PCC and Cable car charters are to be made 10 business days to the start of the project.• Cancellations must be made by 12:00pm (noon) the day PRIOR of a scheduled work day. Untimely cancellations will be assessed for an entire day's fee.• Inspectors will be scheduled at a minimum of 8 hours. Hours are to include a total of 1 hour travel time.• Proper permits are to be obtained before projects can begin including street closure permits and SFMTA clearances when working near tracks, overhead power lines and subway stations. NOTE: CLEARANCES are reviewed and approved every TUESDAY of the week.• SFMTA bus/rail services remain a priority. Obstruction to service is not allowed unless specified below.• Any activities performed outside the limits of the activities described below will cause the project to be terminated and will be subjected to a fine.• Work hours must be performed outside peak service hours. Construction hours (based on blue book): M-F 9a-3p, Weekends – based on approval Film: M-F 10-3pm, Weekends – based on approval					
PROJECT INFORMATION					
PROJECT			COMPANY NAME		
DAY			DATE		
START TIME			END TIME		
INSPECTORS	Y or N		NO. OF INSPECTORS		
CHARTER	Y or N	TYPE OF VEHICLE (CABLE CAR, PCC, LRV)		ALTERATION TO VEHICLE	
LOCATION			MUNI LINES		
# OF PEOPLE ON SITE		CAMERA & EQMNT SET-UP			
ACTIVITIES					
<i>I have read the conditions mentioned above. Failure to comply with this agreement may be subjected to a fine.</i>					
CONTACT PERSON'S SIGNATURE			CONTACT NUMBER		
FOR INTERNAL USE ONLY					
RECEIPT DATE		APPROVAL DATE		BY	
ACTIONS TAKEN					
BRIEF SUMMARY					
DATE SENT TO FINANCE			INVOICE NO.		