



Film Production Permit Application Checklist:

- Completed Application (filed at least 7 days prior to the date the film production is scheduled to begin in a residential area and 48 hours in advance for all other locations)
- Plans for restroom facilities, sanitation concerns, clean-up and close out of all locations used for filming;
- Staging Area Site Plan detailing the following:
 - All property boundaries for production location and base camp
 - Location of all existing buildings, structures, parking, and curb cuts permanently located on site
 - Location of any proposed temporary structures (e.g. buildings, restroom facilities, waste disposal facilities) including size, type, and entrance(s)/exit(s)
- First Aid/Medical Support Plan:
 - 0 - 1999 attendees – First Aid Kit and a 911 call plan
 - 2,000 – 5,000 attendees – First Aid Station (2 EMTs)
 - 5,000 – 10,000 attendees – First Aid Station (2 EMTs) and Foot EMTs
 - 10,000 – 20,000 attendees – First Aid Station (2 EMTs), Foot EMTs, and Ambulance (ALS Unit)
 - 20,000 + attendees – contact me directly to discuss coverage requirements
- Proposed Parking Plan (to include vehicle and trailer storage locations);
- Proposed Street/Parking Lot Closure Plan and Plan for Crowd and Traffic Control;
- List of all vehicles used as part of or incidental to filming and all dates and times of use;
- Recording Equipment and Sound Amplification Plan;
- Proof of Notification of Neighboring Residences and Businesses;
The producer must give written notification of filming activities to all residents and businesses impacted by the filming. All affected residents/businesses both on and adjacent to a proposed street closure are to be notified seven days prior to the proposed filming. The notification should include the date, time, location, and a general description of the filming activities authorized by the permit.
- Business License;
- Proof of Comprehensive Liability Insurance;
- Fee (\$100) The online credit card payment gateway accepts VISA, MASTER CARD and DISCOVER.

Note: The Film Production Permit shall be issued only to an individual person, the producer. In this case, producer means the person responsible for planning, producing, and conducting the production. Said individual shall be solely and fully responsible for compliance with all provisions of the Film Production Permit.