

Film Permit Information

1. Provide the City of Tempe with a \$1,000,000 liability insurance, \$1,000,000 auto liability coverage and work comp coverage in compliance with AZ statutory limits. **The policy must name the City of Tempe as the additional insured on both the general liability and auto policies.** Any questions regarding this please call Risk Management at 480-350-8248. Fax is 480-858-2171.
2. List the name of your company, primary contact (name and telephone number), contact on site (name and telephone number), brief description of the production, and the date, time and location of the shoot. **Drone usage requires prior screening, FAA approval and additional documentation.**
3. If the normal flow of traffic, pedestrian or vehicles will be affected (blocking streets, right of ways or sidewalks), contact the Transportation Department at 480-350-8427 and Off-Duty Coordinator at the Tempe Police Department, 480-350-8789. These departments will determine if barricading and off-duty officers are necessary.
4. If production is on private property, you must contact and receive written permission from the owner. If filming will affect adjacent private properties, the owners must also be notified.
5. Application fee, payable to the City of Tempe, \$50 plus \$25 per day. *Late fee of \$100 will be applied if within 7 days of the date requested.*

For questions pertaining to the above requirements, please call the Special Events and Film Office at 480-350-5850.