

## Film Office Policies

A Phoenix Film and Digital Media Permit (FDM Permit) is required for all commercial projects (moving or still) involving/impacting city owned buildings, parks and public rights-of-way within the defined boundaries of the City of Phoenix. Commercial projects are considered, but not limited to: feature films, commercials (including web and social media), TV shows, still photo shoots for advertising purposes, music videos, documentaries and industrial/corporate projects.

Personal photography such as, but not limited to, wedding, family, anniversary and senior portraits do not require an FDM Permit so long as the impact is minimal.

**Arrangements for filming at all city facilities, hiring city personnel and rental of city equipment are coordinated by the Phoenix Film Office.**

## Airport Facilities

The city of Phoenix controls three airports; Sky Harbor International Airport, Deer Valley Airport and Phoenix Goodyear Airport. Filming is coordinated through the Film Office and five (5) working days' notice is required.

The Phoenix Film Office will work with you to obtain written approval from the Director of Aviation Services and/or the Deputy Aviation Director.

Costs: \$500 minimum (\$125/hr with a four (4) hour minimum)

Each additional staff person, as determined by the Director of Aviation Services and/or Deputy Aviation Director is \$125/hr with a four (4) hour minimum.

All payments must be made in advance and provided to the Financial Management Division.

Filming on a ramp or tarmac increases the insurance requirements to \$5 million against liability naming the City of Phoenix as additional insured.

## B-Roll Filming

### Non-Downtown Phoenix Locations

Please contact the Phoenix Film Office to discuss your B-roll filming needs should they fall outside of Downtown Phoenix. Phoenix is over 510 square miles and some areas have filming restrictions.

### Downtown Phoenix Locations

Permits are usually not required for general B-Roll filming in Downtown Phoenix so long as the following criteria are met (note this does NOT pertain to locations outside Downtown Phoenix)



although we will issue a Low Impact Filming Permit if requested:

- You have 5 or less people
- You are not obstructing the sidewalk
- You are not obstructing a lane of traffic
- You are shooting on sticks or handheld only (no dolly tracks, drones, jibs, etc.)

Should your production overstep these guidelines, you may be cited by the Police.

Productions need to ensure that they have the proper permission from a property owner prior to entering upon their property to capture B-Roll. As a general rule in Downtown Phoenix, the property is private from the edge of the building (or overhang) to the sidewalk. The portion from sidewalk to curb/street is City owned property.

## Child/Minor Labor

Producers employing SAG/AFTRA minors must follow union guidelines regarding the [employment of a minor](#).

Producers employing non-union minors should refer to [A.R.S. 23-235](#) and contact the [Industrial Commission of Arizona](#) (LaborAdmin@azica.gov, (602) 542-4515, 800 W Washington St, Phoenix AZ 85007) and provided the requested items.

## Libraries

Phoenix operates 17 library branches.

A film application must be received a minimum of two (2) weeks in advance for consideration. Applications received inside of two (2) weeks will not be considered.

Filming is only allowed during hours when the library branch is not open to the public. [Please visit Locations & Hours page for the Phoenix Public Library](#) to determine if your selection might be available on the day(s) of your shoot.

A minimum fee of \$1,500 will be charged for filming at any branch. This fee covers staff time required to accommodate your shoot; however, additional charges may apply if staff time exceeds what is covered by the minimum fee.

## Parks

Phoenix Parks are broken into two categories: Desert Parks & Community Parks.

Desert Parks encompass 41,000 acres and spread across multiple locations and are staffed by Park Rangers. Community Parks total 185 and generally have grass surfaces and sports facilities and are staffed by Recreation Coordinators.

### Desert Parks

Please refer to the [Desert Parks & Preserves](#) information sheet on the [application page](#) for detailed information.

### Community Parks

Community Parks are generally available year-round depending on scheduled events. Please check with the Phoenix Film Office to see if your park selection is available on the dates and times you desire and for current Recreation Coordinator staff rates.

Filming in or around children playground areas is generally not allowed except under special circumstances.

## Picture Cars

Only City of Phoenix employees may operate city vehicles used as picture cars. City vehicles may not indicate the City of Phoenix, or any derivation thereof (words/logos), and must be covered at the filming location (removal may not occur in post).

## Residential Home or Private Property in Phoenix

City of Phoenix city personnel **WILL BE** required if **ANY** of the below criteria are met:

- More than 2 Essential Vehicles (1-ton trucks or greater including motor homes) parked in a city right-of-way
- 10 or more personal vehicles (inclusive of all including talent, agency and others who may come and go from set) parked in a city right-of-way
- Working guns on set firing blanks
- Prop guns displayed within view of public
- Intermittent Traffic Control (ITC)
- Special Effects are utilized (example: fire)
- Complaints received from neighbors



- After Hours Filming (defined as filming related activities (prep/shoot /wrap) between 11pm to 5am from the first day of May to and including the 15<sup>th</sup> day of October)

If none of the above apply to a production, city personnel will not be required by the Phoenix Film Office, but the Production may elect to obtain a [Low Impact Phoenix Filma and Digital Media Permit](#).

The City of Phoenix Film Office or any city department may inspect filming locations for policy compliance. Violations will require the Motion Picture Coordinator to assign personnel, billed at double the standard rate, starting from the time the production company is notified.

## Revenue Producing Facilities

Standard use fees and separate contracts may apply at facilities with posted rates such as, but not limited to: the Orpheum Theater, Symphony Hall and Convention Center.

## Sidewalks

City of Phoenix personnel **WILL BE** required if the filming impedes or disrupts foot traffic.

Please check with the Film Office regarding your exact location. Locations, dates, size, and times will determine the need for city personnel.

## Special Effects

### Firearms/Blanks

It is illegal to discharge firearms including blanks within the city limits. A uniformed police officer is required on the set. Weapon inspection is the responsibility of the Armorer hired by the Production Company. The Police Officer on set is not responsible, nor should be asked, to verify the status of the weapon. Dispatch will be notified by the officer prior to and after discharge of blanks.

### Fire/Pyrotechnics

Special effects operators must have a federal ATF license and meet requirements of the Phoenix Fire Prevention Department to obtain a [Pyrotechnic and Flame Effect Permit](#). Permit fees vary. Please note there is an application, review, and permit process which requires ample notice.

## Streets



Filming on major thoroughfares during rush hours (6–9 AM and 4–6 PM) is generally prohibited. Phoenix PD is required for any street filming or Intermittent Traffic Control. Productions must submit the [Street Restriction and Parking Meter Hooding Request](#) form via their application at least 48 business hours before the first call time. Street closures require Street Transportation approval, and all barricading and signage must be handled by a licensed barricade company per the [City of Phoenix Barricade Traffic Control Manual](#).