



# FILM PERMIT PROCESS & APPLICATION

A film permit is required for motion picture or television production, or commercial materials of any kind which includes the use of any public street, road, right-of-way, public facility or public place owned by the City, or over which the City has the right of control. A film permit is not required for any filming at an established fixed place of business within the City. A film permit is not required for filming or videotaping of persons, scenes, occurrences or events, which are done for news gathering purposes in the general public interest, for use in criminal investigations by law enforcement agencies, or for use in any judicial proceedings.

The public property to which the permit relates shall at all times be made accessible to fire, police, or other emergency personnel for public health, safety, or welfare.

The permittee shall not block or close any streets, sidewalks or alleys.

The permittee shall not in any way interfere with traffic or pedestrian right of ways.

The permittee shall be responsible for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permittee.

Costs incurred in the use of City equipment or any assignment of City employees, including Police and Fire personnel must be reimbursed to the City by the permittee.

A certificate of insurance is required prior to issuance of the film permit. The certificate of insurance must contain combined single limit coverage for bodily injury and property damage of not less than one million dollars (\$1,000,000), and basic workers' compensation insurance as provided in the laws of the state. The certificate shall name the City as additional insured. The City may require additional coverage if it is determined that the risks inherent in the proposed activity, would not be adequately covered by the basic coverage.

Permission to film must be obtained by the permittee from the appropriate City facility such as the Parks Department, Scottsdale Airport, or other City facilities before the film permit is issued.

Please call the phone number below to obtain permission from the proper staff if you are proposing to film at any of these locations:

- Parks and Recreation (to film in any of the City parks) – 480-312-7707
- Civic Center Mall – 7340 Scottsdale Mall – 480-874-4607 **(In accordance with the Mall Ordinance, public access to the Civic Center cannot be limited in any way).**
- Scottsdale Stadium – 7408 E. Osborn – 480-312-2856
- McCormick Railroad Park - 7301 E. Indian Bend Road – 480-312-2731
- Scottsdale Airport – 15000 N. Airport Dr. – 480-312-2321
  
- If you are filming at a private residence(s), you must submit written approval from the Home Owners Association (HOA). If there isn't an HOA, you may be required to complete neighborhood notification and or receive neighborhood approval.

## Planning & Development Services Department

7447 E. Indian School Rd, Scottsdale, AZ 85251 • Phone: 480-312-7673 • Fax: 480-312-9073



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**\*A certificate of insurance is required prior to issuance of the film permit. Please do not submit your application without a certificate of insurance which has a combined single limit coverage for bodily injury and property damage of not less than one million dollars (\$1,000,000). The certificate of insurance must name the City of Scottsdale as additional insured.**

### FILM PERMIT APPLICATION

**Provide the Following Information:**

Application Date: \_\_\_\_\_

Film Company Name: \_\_\_\_\_

Film Company Address: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail \_\_\_\_\_

Complete address(es) and name of location(s) where filming will occur: i.e. park address

\_\_\_\_\_

**Project Type:**

I will be doing: video – what kind? documentary; movie, reality show; student film; other

Please describe what the video/movie is about: \_\_\_\_\_

When and where will the video/movie be shown: \_\_\_\_\_

I will be taking photos: of what? models; scenic shots; other

Please describe what the photos will be used for: \_\_\_\_\_

Date(s) of when filming/photo shoot will occur: \_\_\_\_\_

Time(s) of filming/photo shoot: \_\_\_\_\_ am or pm to \_\_\_\_\_ am or pm

Number of persons to be involved in the project: \_\_\_\_\_

Please describe their function \_\_\_\_\_

\_\_\_\_\_

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Describe the type of equipment to be used during filming:

**\*Streets, sidewalks or alleys may not be blocked or closed.**

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Describe the number and type(s) of vehicles to be used in the proposed activity and a description of any vehicle(s) movement or use:

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Please provide the name of the City contact granting you permission to film at a City facility and a copy of their written approval; you may also have an e-mail sent to [ncurtis@scottsdaleaz.gov](mailto:ncurtis@scottsdaleaz.gov) confirming approval from the City contact you spoke to.

Name: \_\_\_\_\_ Dept. \_\_\_\_\_

- I agree that by obtaining this permit and signing below, to defend, indemnify and hold harmless the City of Scottsdale from any and all losses, costs, damages and expenses on account of activity of the permittee on the public property which is the subject of the permit (Sec. 16-449©, Scottsdale Revised Code.
- The public property to which the permit relates shall at all times be made accessible to fire, police, or other emergency personnel for public health, safety, or welfare.
- The permittee shall not block or close any streets, sidewalks or alleys.
- The permittee shall not in any way interfere with traffic or pedestrian right of ways.
- The permittee shall be responsible for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permittee.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This application is based on the production description and is subject to the conditions below and in Sections 16-431 through 16-451 of the Scottsdale Revised Code. The permit may be extended upon request for, and receipt of the City's approval. The permit may also be revoked by the City in the event of noncompliance, misrepresentations, or as otherwise provided in Section 16-451, Scottsdale Revised Code. By signing this application, the applicant acknowledges having read and understood the condition of this application as well as the provisions of sections 16-431 through 16-451 of the Scottsdale Revised Code.

## Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088