

The Film Permit is free; however, we do need the relevant information for the shoot and we also collect the data to track certain information.

The majority of permits come directly from the **Convention and Visitors Bureau's Office of Film and Entertainment (CVBOFE)** who interviews the applicant and completes the initial permit. This allows CVBOFE to track projects throughout the county.

*If the applicant comes to the City directly, we will refer them to the CVBOFE to complete the permit application.

The CVBOFE helps the applicant complete the entire permit application including:

- Production company contact name and info
- What type of filming, when and where (including rain dates)?
 - video, film, still photo shoots, etc...
 - exact locations
- Obtains all the facts about the shoot
 - # cast, # crew, # vehicles, etc...
 - any special needs – traffic control, police escorts, etc...

They also make sure the applicant has the applicable insurance for the shoot and **specifically lists the City as “additionally insured.”**

Once all the details are gathered, the CVBOFE fills out the permit and pdfs the permit and the insurance to the City. City staff then reviews the permit and the details provided. If there is a glaring issue, staff will contact CVBOFE to make the applicable changes to the permit.

Once the permit is accepted, staff then routes the permit and the insurance via email, to all relevant City staff, related agencies (BSO) and City Commissioners (pointing out which District the shoot is taking place). Staff gives a short synopsis of the permit and identifies any issues.

Staff typically gives an entire day's notice before signing off on the permit by the end of the next business day (i.e. routed day one, signed off at 4p the following day).

- There are a few exceptions to this, but those are rare and those permits usually involve a direct phone conversation with the City Manager and the District Commissioner.

If there are no objections to the project, staff signs off on the permit (or signs off with conditions), makes a pdf of the signed permit and then emails it back to the CVBOFE.

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