



Community Development

## FILMING/PHOTO PERMIT CHECKLIST

It is the purpose of the County to review filming and photo permits in order to assist County employees, public servants, emergency responders, and volunteers in ensuring that the health, safety and welfare of all participants, residents and visitors alike, may be protected. The following items are required with the submittal of all filming and photo permit applications (***incomplete applications shall not be accepted***):

1. Complete Filming/Photo Permit Application.
2. Detailed description of filming or photo shoot.
3. Detailed Site Plan. This must include any routes taken and street names, lighting (if any), parking maps, placement of barricades, tent structures, road closures, portable toilet placement, etc.
4. Road closure site plan, details, and plans to enforce, if applicable.
5. Trash clean-up plans, including litter or other debris left and disposal plans.
6. Plans for providing sanitary facilities, including handwashing stations, number of toilet facilities, location, and means of disposing of waste deposited.
7. Security plan, if applicable.
8. Emergency medical and fire services plan.
9. Plans for supplying potable water and dust control.
10. Proof of Insurance naming Washington County as the certificate holder but not as an additional insured.
11. Applicable fees.

\*Please submit all questions, necessary forms and supplemental documents to [events@washco.utah.gov](mailto:events@washco.utah.gov) \*

\*Applications must be submitted no later than 30 days prior to shoot. \*



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## FILMING/PHOTO PERMIT APPLICATION

APPLICANT INFORMATION			
Applicant Name:		Email:	
Production Company:			
Address:			
Day Phone:		Cell/Other:	
Alternate Contact:		Email:	
Address:			
Day Phone:		Cell/Other:	
FILMING/PHOTO SHOOT INFORMATION			
Location(s):			
Type of Production (check all that apply):			
<input type="checkbox"/> TV Movie/Series	<input type="checkbox"/> Short Film	<input type="checkbox"/> Feature Film	<input type="checkbox"/> Student Film
<input type="checkbox"/> Commercial	<input type="checkbox"/> Advertising	<input type="checkbox"/> Still Photography	<input type="checkbox"/> Documentary
<input type="checkbox"/> Other: _____			
Date(s):		Start Time:	End Time:
SITE PLAN/DETAILED TRAFFIC PLAN			
Please check all that apply:			
<input type="checkbox"/> Road Closure	<input type="checkbox"/> Sidewalk Use	<input type="checkbox"/> Barricades	<input type="checkbox"/> Traffic Control/Flaggers
<input type="checkbox"/> Other _____		*Please include traffic details on site plan. *	
Equipment on location: _____			
Cast/Crew Vehicles #____	Camera Cars #____	Cranes/Scissor Lifts #____	Sanitary Facilities #____
Other _____			
Total number of staff & participants _____			
*Please attach a detailed site plan and description of the shoot, including street names, lighting plans, parking maps, traffic control plans, sanitary facilities placement, tent structures, etc.			



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<b>TRASH</b>		
Describe plans for holding, collecting, and disposing of solid waste material, including trash, litter or any other debris.		
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<b>SANITARY FACILITIES</b>		
Provide plans for toilet facilities, handwashing stations, locations, number and means of disposing waste materials.		
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<b>POTABLE WATER</b>		
Plans for providing potable water and dust control, including the source, amount, and location of outlets.		
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<b>EMERGENCY SERVICES</b>		
<u>Medical</u> : The approved plans for providing sufficient medical personnel.		
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<u>Fire</u> : The plans for fire protection, including the number, type and location of all protective devices, alarms, extinguishers and the number of emergency fire personnel available to operate equipment.		
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<b>LOGISTICS</b>		
Shot Types (please check all that apply):		
<input type="checkbox"/> Driving Shot	<input type="checkbox"/> Tow Shot	<input type="checkbox"/> Amplified Sound
<input type="checkbox"/> Animals	<input type="checkbox"/> Weapons/Gunfire	<input type="checkbox"/> Smoke/Fire
<input type="checkbox"/> Banners/Balloons	<input type="checkbox"/> Special Lighting	<input type="checkbox"/> Other _____
Misc. comments:		
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<b>FEES</b>			
A complete application for a filming/photo permit shall be submitted with a nonrefundable fee of \$100 for an initial application, or \$50 for the renewal of a recurring application, no later than 30 days prior to the shoot. A late fee of \$100 shall be applied to any late application for expedited processing.			
<b>INSURANCE</b>			
Liability Insurance. Insurance amount must meet the statutory cap required by Utah State Law. *Applicant must also indemnify and hold harmless the county or any of its agents, officers, servants and employees from any liability or causes of action which might arise by reason of granting this permit.			
<b>CERTIFICATION</b>			
I certify that I am signing this application form as an event organizer or agent thereof. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I understand that all materials required by Washington County must be submitted prior to having this matter processed.			
Signature: _____		Date: _____	
<b>OFFICE USE ONLY</b>			
Approved: _____	Date: _____	Denied: _____	Date: _____