



FILM PERMIT APPLICATION

Thank you for choosing to film in Steamboat Springs. We are a film friendly town, and look forward to making your shoot a success.

Most commercial productions filming inside city limits require a permit, even if filming on private property. In addition, the production company will need to provide a certificate of insurance with a minimum of one million dollars liability coverage naming the City of Steamboat Springs as additionally insured. The permit fee is \$100 per day. Additional fees may apply to specific locations and types of filming. The producer is also responsible for costs associated with traffic, police and fire department support if needed as determined by City staff.

Please fill out and submit the fee and application below at least ten days prior to your shoot. Fax or e-mail the application to jfranklin@steamboatsprings.net, 970-879-8851.

Thank you.

TYPE OF PRODUCTION

TV Feature Commercial Reality Other_____

Company Name: _____

Telephone: _____

Street Address: _____

Fax: _____

City/State/Zip Code: _____

Email: _____

Production Name: _____

Production Manager: _____

Phone: _____ Cell: _____

Location Manager: _____

Phone: _____ Cell: _____

LOCATION INFORMATION

Location

1 _____

Private Property City Road Use City Park Downtown/Sidewalk

Location Owner Contact:

Parking:

Scenes:

Filming Times:

Start Date	Finish Date	Call Time	Taillights	SFX	# Cast & Crew	Misc.

Location

2 _____

Private Property City Road Use City Park Downtown/Sidewalk

Location Owner Contact:

Parking

Scenes:

Filming Times:

Start Date	Finish Date	Call Time	Taillights	SFX	#Cast & Crew	Misc.

GENERAL INFORMATION

People ____ Generators ____ Trucks ____ Vans ____
Motor Homes ____
Camera/Picture Cars ____ Crew ____
Cars ____ Other ____

- Int. Dialogue Ext. Dialogue
- Driving Shots Tow Shots Camera: Traffic Lane SFX
- Pyrotechnics Gunfire Nudity Music Playback Other

Driving Details:

Special Effect Details:

Pyrotechnics Details:

Other:

Unmanned Aircraft System

Will you use an unmanned aircraft system (UAS/drone)? _____

We recommend that you contact Stacie Fain, Airport Manager, if you plan to fly the drone within 5 miles of the Steamboat Springs Airport. (970) 879-9042, sfain@steamboatsprings.net

Steamboat Springs Municipal Code:

Sec. 12-87. – Film Production

Film production means use of a camera to create a series of photographic images used to create the illusion of continuous movement when projected onto a screen, including the preparation or staging of scenes and scenery.

Sec. 12-88. Film Permit Required

- (a) A film permit shall be required for large productions including but not limited to feature films, national television and national and regional commercials.
- (b) The purpose of the permit is to assist in estimating the economic impact of film related activity to the City and local businesses as well as to set basic guidelines to ensure that the City, residents and producers are informed with regard to the activities, locations and times allowed.

- (c) An application and fee shall be submitted to the City Clerk's Office 10 days prior to the production. The fee will be set by City Manager Regulation and ratified by Council with the annual budget fee schedule. At the point of application staff will determine if there are additional Police/Fire services required and the applicant will be responsible for this cost per the Special Activity Permit process.

Sec. 12-89. Exceptions.

No film permit shall be required for the following types of film production:

- (a) Filming for local television use.
- (b) Filming located entirely on property owned by the Steamboat Ski & Resort Corporation for marketing and promotional use by the Steamboat Ski & Resort Corporation.
- (c) Film production involving fewer than ten (10) cast and crew, a total budget under \$25,000, and taking place entirely on private property.
- (d) Student films meeting these criteria.

Sec. 12-90. Application.

Film permits shall be issued by the City Clerk in accordance set forth in Section 12-82 for community events. Application for a film permit shall be made on a form prepared by the City Clerk. The form may require the disclosure of production details necessary to determine the impact of film production on public facilities and compliance with City regulations."

I certify that all the statements, answers to the above questions and attachments to this application were made by me and are true without any reservations or evasions.

Signature of Applicant	Print	Date
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For City of Steamboat Springs Use Only:

Approved: _____ Date: _____

Notes: _____