



# CITY OF MESA FILM PERMIT APPLICATION

Welcome to the City of Mesa. We will endeavor to meet your location schedules/deadlines. A Film Coordinator is available to assist you with special jurisdictional requirements (i.e., filming at the MAC, WGA or Falcon Field Airports, etc.).

To better serve you, this application must be submitted to the Office of Public Information & Communications **three (3) working days** prior to the proposed filming event. Permit submittal is required **fourteen (14) working days** prior to any film event(s) where traffic disruptions and/or special effects are proposed.

Barricade Plan and/or required fire department permit attached to Film Permit Application YES  NO  NA

The City of Mesa, Employees, Officers, Volunteers, Agents and Elected Officials must be named as "additional insured" for \$1,000,000 (one million dollars) Comprehensive General Liability insurance for each occurrence.

Required proof of insurance attached to Film Permit Application: YES  NO  NA

**Please Note:** Filming on private property does not always require a film permit application; however, if **any** form of special effects (pyrotechnics) are to be used, you will be required to secure a Film Permit and the fire department's approval. Filming activity that has the potential of producing any adverse impact to a neighborhood (i.e., traffic disruptions, etc.) will also require film permit application/approval.

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION**

Date of Application: \_\_\_\_\_ Type of Film Event:

Date(s) of Film Event: \_\_\_\_\_ Est. Production Days:

Production Title: \_\_\_\_\_

Production Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax (REQUIRED): \_\_\_\_\_

Location Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax (REQUIRED): \_\_\_\_\_

Local Production Office/Hotel - Responsible Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax (REQUIRED) \_\_\_\_\_

Local Office Address: \_\_\_\_\_

Individual completing application if different from above: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**A "FILM PERMIT LOCATON WORKSHEET" MUST BE ATTACHED TO THIS PERMIT FOR PERMIT APPROVAL**  
ADDITIONAL LOCATIONS RELATED TO THIS PERMIT WILL REQUIRE ONLY THE SUBMITTAL OF THE "WORKSHEET" FOR APPROVAL OF EACH LOCATION

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# CITY OF MESA FILM PERMIT "LOCATION WORKSHEET"

Production Title: \_\_\_\_\_ Date(s) of Film Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Film Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Film Location: \_\_\_\_\_

Location Detail (check all that apply):  Residential Property  Commercial Property  Government Property  
 Public Right-of-Way  On-Street Parking  Private Property (w/pyro)

Summary of Scene:

Scene Requirements (check all that apply):  Road Closures  Lane Closures  Interior Dialogue  Exterior Dialogue  
 I.T.C. (3-5 min. max)  Running Shots  Police Escort  Pedestrian Disruptions  Drive Bys  
 Drive Ups/Aways  Camera in Curb Lane  Camera on Sidewalk  Tow Shots  Cranes  
 Wet Down  Dolly Track  Drive w/Traffic Flow  Scaffolding/Platforms

Other:

Describe any special effects below (pyrotechnics, open flames, smoke, laser equipment) Contact: Mesa Fire Prevention 480-644-2622

Special Effects: \_\_\_\_\_

Cast/Crew (REQUIRED) \_\_\_\_\_ Staging Area/Location: \_\_\_\_\_

No. of vehicles/equipment: Cars/Vans  Trucks  Motor Homes  Camera Cars  Catering/other

Parking meters required?  Yes  No Style  Amt. Pd. \_\_\_\_\_ Receipt #: \_\_\_\_\_

Meter #'s/Location: \_\_\_\_\_

**NOTE: Recommend posting of "No Parking" Signs required 24-hours in advance of call time**

APPROVALS AND SPECIAL REQUIREMENTS (FOR OFFICIAL USE ONLY)

Mesa Police Dept.  Date:

Special Requirements:  Police Officers Required  Police Officers Required at FSE Discretion

Fire Dept.:  Date:

Special Requirements:

City (Tax & Licensing)  City Manager:  Date:

Special Requirements:

**ALL filming at the Mesa Arts Center Campus or any City of Mesa Commercial Facility requires a Location Agreement and approval from the FILM COORDINATOR: E-mail: [steven.wright@mesaaz.gov](mailto:steven.wright@mesaaz.gov) OFFICE: 480-644-2069 FAX: 480-644-5582**

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