



Frequently Asked Questions Park City Municipal Film Permit Process



Do I need a permit to conduct filming or a photo shoot in Park City, Utah?

Anyone conducting filming or photos shoot for any public exhibition or as part of a course conducted by an institution must obtain a permit for the use under the following criteria:

LEVEL 1 NO FILM PERMIT REQUIRED

- a. Minimal infrastructure used at the location, typically no more than one camera and one tripod and handheld sound recording equipment; except that an application for a permit must be made and assessed if lighting equipment, sheltering equipment on stands, camera tracking devices, vehicles or a generator are used; and
- b. Public safety is maintained at all times and no public pathways or roads are blocked; and
- c. There is no disruption to Park City's residents and businesses, motorists or other events occurring in the vicinity of the filming; and
- d. Filming equipment is not placed against any street furniture, infrastructure or assists including trees, shrubbery and garden beds; and
- e. The Filming requires no parking variances and uses no public property or rights of way on public property

LEVEL 2 FILM PERMIT REQUIRED

A film permit is required if Filming involves any activity, as follows:

1. The Public Right of Way, streets, sidewalks, parks, or trails are used; or
2. Traffic Management is required; or
3. Public parking spaces are used; or
4. Multiple cameras, lighting and other support equipment, vehicles, generators, etc. are used; or
5. Disruption is caused to the general public, residents and businesses, motorists or other events in the vicinity of the activities.

Permits allowed between the hours of 7am -10pm only

This ensures that your activity is conducted in accordance with the safety and amenity regulations of council and a record of activities is also maintained.

A permit for wedding or family photos is not required if they meet the criteria of a Low/No Impact Permit ; these photos may be taken in the city's parks and scenic public areas free of charge unless a reserved space is required.

Do I need Liability Insurance?

Yes, if a permit is required. This coverage is based on the risk assessment done on the completed application evaluated on the requested actions and parameters of the application. The liability amount will be based on cumulative risk to the general public and city-owned assets.

Do I need to notify businesses and residents of the filming?

Yes. Pending approval of a permit, filming applicants are required to notify all businesses and residents and key stakeholders affected by your activity. This should be done in writing, with a draft copy of the letter being approved by the Park City Special Events prior to distribution.

What does my site plan need to contain?

Your site plan should contain full details of all infrastructure to be used as part of the activity such as track and dolly; cranes; scissor lifts; lights; pedestrian access; toilets; signage; security; parking needs; electrical needs; generators; power outlets and waste management plan.

Do I need a health department permit?

Any filming activity that involves catering in a public space requires a permit to ensure it complies with the requirements of The Summit County Health Department Health Services. Guidelines can be obtained from:

650 Round Valley Drive, Park City Utah 84060

Phone: 435-333-1510, Fax 435-333-1580

<http://www.summitcountyhealth.org>

Do I need to provide a schedule of activities?

Yes. A full schedule or running sheet must be submitted that includes a chronological order of activity, including times, activity and responsible persons.

Do I need a location manager for filming?

Yes, unless your production is low impact, a location manager will be required for the purposes of being the point of contact for production, completion of all paperwork and pulling proper permits associated and providing an essential line of communication between Park City Staff and the production company.

Do I need to submit traffic and pedestrian management plans?

Yes, if your filming or photography activity affects any road, sidewalk, trail, park or other pedestrian access area, you will be required to develop and submit traffic and pedestrian management plans. These plans must outline your objectives and strategies for managing the proposed activity.

Do I need police assistance to 'block and hold' traffic?

Possibly, Park City Police will review any filming that includes traffic management. This is done as part of the application process, and upon receiving your application; the need for police assistance will be assessed.

Traffic management must be conducted by accredited ITC traffic professionals including all road closures and temporary block and holds.

If approved, how long can I 'block and hold' a road or sidewalk for?

The Park City Public Safety requires that a block and hold of traffic should be no longer than three minutes per fifteen minute block.

What do I do if some filming details change after I've been granted a permit?

You must contact the Park City Special Events immediately to ensure that this change does not impact any other activities that may be occurring in the area of filming. We will then confirm in writing whether the change has been approved or not. Please include weather hold days in your initial filming application so they can be included in your permit.

Can I move infrastructure on public property, i.e. signs, benches, etc.?

All decisions relating to infrastructure must be approved by Park City Special Events and the related City Departments

