



## Application for Special Use Permit Commercial Filming/Still Photography

Please supply the information requested below at least 14 calendar days before your shoot. **Attach additional sheets, if necessary, to provide required information.** You must allow Pima County to process your request. Check with the Pima County for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Every permit shall require the applicant to obtain and maintain Commercial General Liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate covering claims arising from bodily injury, including death or property damage alleged to have been caused or contributed to due to the film permit. The insurance policy shall be endorsed to include Pima County and its Districts as additional insured. Pima County's Risk Manager may require increased coverage limits and other types of insurance based upon the nature of the film permit.

**\*Note: This is an application only, and does not serve as permission to conduct special activity in Pima County Property. The information provided will be used to determine whether a permit will be issued and if any revisions to your proposal will be required.**

If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The application must be signed by the responsible person/party and returned to Pima County for final approval by Pima County Risk Management. **\* Responsible/party is defined as the person/company who is legally authorized to bind insurance coverage for this film project.**

Name of Project: \_\_\_\_\_

Applicant Name:	Responsible Person:
Applicant Company Name:	Production Company Name/ Responsible Party
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

**TYPE OF PROJECT:**  Still Photography  Video/Motion Picture/Film

Project Descriptions: (attach additional pages if needed)

**1. LOCATION SCHEDULE:**

Detailed description of onsite activities: (attach additional pages if needed)

Each date and each location must have an individual entry - use additional pages as necessary.  
Please include base camp description/diaphragm

1.1 Number in these columns should include all individuals and vehicles present at the location

Date	Specific Location/Address	Start Time	End Time	Use of road Yes or No	Activity: Set-Up/ Film / Non-Filming /Breakdown	#of Cast/Crews/E xtras	# and type of vehicles and trailers

**1.2 Cameras and Camera Equipment**

- Hand  Tripod  Dolly  Dolly w/track footage  Crane or jib arm  Arm footage  
 Portable crane  Car mount  Camera car, shot maker, or process trailer

Please describe the following:

1. Vehicles
2. Trailers
3. Equipment
4. Props

1.3 Attach a map with detailed description of basecamp setup/layout.

**2. TRANSPORTATION**

An application for Special Event Permit must be submitted to the Transportation Department if the answer to any of the following questions is "Yes". All information regarding the Encroachment Permit is available on the County Transportation website. (<http://webcms.pima.gov/government/transportation/>)

2.1 Will filming/activity occur on a Pima County road (paved or unpaved) or within the "clear zone" ?  Yes  No

(Clear zone includes: roadway, shoulder, pavement, or sidewalk)

2.2 Will any stunts, pyrotechnics or other special effects be conducted in the "clear zone" ?  Yes  No

2.3 Will the road be closed to traffic?  Yes  No

Please attach a schedule with estimated time of closures or closure intervals.

2.4 Will off duty Law Enforcement be hired?  Yes  No

If yes, Indicate name/phone # /address of agency: \_\_\_\_\_

2.5 Will a barricade company be used?  Yes  No  
If yes, indicate company name/phone #/address: \_\_\_\_\_

2.6 Will any road signs be covered or removed?  Yes  No

2.7 Will any pavement striping be removed or covered?  Yes  No

2.8 Will the pavement or shoulder be wetted down or altered in any way?  Yes  No

**3. SPECIAL ACTIVITIES**

**3.1 Involvement of minors:**  Yes  No

If yes, # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

**3.2 Livestock and/or Trained Animals:**  Yes  No

IF Yes, Number and type of animal: \_\_\_\_\_ Manner of transportation: \_\_\_\_\_

Staging/corralling needs (attach plan if onsite): \_\_\_\_\_

**3.3 Craft Services/Catering:**  Yes  No (if Yes, explain)

\_\_\_\_\_

**3.4 Aircraft:**  Yes  No (if Yes, explain)

**NOTE:** ALL aircraft **including** unmanned aircraft/ drones use over Pima County property should be listed and must follow all FAA Regulations. Landings must be specifically requested and approved as a condition of your permit

**4. SPECIAL EFFECTS & STUNTS (including car chase, guns, pyrotechnics, etc.):**  Yes  No (if Yes, explain)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Pima County Board of Supervisors Permit # \_\_\_\_\_

Stunt Coordinator: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**5. OTHER ACTIVITIES**

Any other unusual or hazardous activities (fuel, storage, fire, etc.)?  Yes  No (if Yes, explain)

**6. When answering *YES* to any of the following questions, provide additional information:**

8.1 Have you had previous permits from Pima County?  Yes  No

Please describe: \_\_\_\_\_

8.2 Do you plan to advertise or issue a press release about this activity?  Yes  No

Please describe: \_\_\_\_\_

8.3 Do you anticipate any security concerns? If yes, explain.  Yes  No

Please describe: \_\_\_\_\_

**7. PROJECT ADMINISTRATION:**

9.1 Are you applying for this permit on behalf of another person or company?  Yes  No

If yes, provide a full description (including contact information) of all other individuals/companies involved with this project: (attach additional sheets if needed)

8. CONTACTS:

Person on *location* responsible for adherence to all terms & conditions of the permit:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Person on *location* responsible for coordinating activities with Pima County:

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Person at the company office to contact for follow up information and billing:

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Applicant' s signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Name of person completing this form