



City of Tulsa FILM PERMIT APPLICATION

07/2017

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Summary of Production

Production Title: _____ Date of Project: _____

Location 1: _____ Council District: _____

Location 2: _____ Council District: _____

Film Description: _____ **(Attach Schedule)**

- Production Category:**
- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Reality Television | <input type="checkbox"/> Episodic Television | <input type="checkbox"/> Documentary | <input type="checkbox"/> Public Announcement |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Music Video | <input type="checkbox"/> Photo Shoot | <input type="checkbox"/> Other: _____ |

- Production Includes:**
- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Public Right-of-Way | <input type="checkbox"/> Private Property | <input type="checkbox"/> Public Park | <input type="checkbox"/> Private Park |
| <input type="checkbox"/> No Parking Signage | <input type="checkbox"/> Tent/Canopy | <input type="checkbox"/> Drone | <input type="checkbox"/> Camera Vehicles |
| <input type="checkbox"/> Gunfire | <input type="checkbox"/> Weapon Props | <input type="checkbox"/> Knives/Swords | <input type="checkbox"/> Criminal Simulations |
| <input type="checkbox"/> Special Effects | <input type="checkbox"/> Explosive Devices | <input type="checkbox"/> Open Flame | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Smoke Machine | <input type="checkbox"/> Stunts | <input type="checkbox"/> Animals | <input type="checkbox"/> Other: _____ |

Number of Crew/Cast: _____ Number of Crew/Cast Vehicles: _____ Number of Equipment Vehicles: _____

Production Manager, Applicant and Location Manager Information

Production Company: _____ Website: _____

Production Manager: _____

Email: _____ Phone: _____

Applicant Name: _____

Email: _____ Phone: _____

Location Manager: _____

Email: _____ Phone: _____

On-site Contact: _____ Mobile: _____

Billing Contact: _____ Phone: _____

Billing Address: _____

Street

City

State

Zip

Production Timeline and Lane/Street Closure Information

Production Starts: Date: _____ Time: _____

Street Closure for Production Start: Date: _____ Time: _____

Street(s) to be Closed for Production Start: _____

_____ **(Attach Site Map)**

Intermittent Traffic Control Only: Date: _____ Time: _____

Street(s) to be Used for Intermittent Traffic Control Only: _____

_____ **(Attach Site Map)**

Production Ends: Date: _____ Time: _____

Street Reopens after Production End: Date: _____ Time: _____

Yes No Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: _____

_____ **(Attach Traffic Control Plan)**

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Secondary Permits Required

Yes No Using Tent/Canopy on-site? If yes, Provider and Phone: _____

_____ **(Apply for Tent Permit)**

Yes No Does your production include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes, Provider and Phone: _____ **(Apply for Fireworks Permit)**

Yes No Using Drone on-site? Commercial Operator Recreational Operator

If yes, please attach License. If none, please explain: _____

Yes No Will your production include the use of any signs, banners, decorations, or special lighting? If yes, please describe: _____

Yes No Crew/Cast Parking? Parking Garage Paved Lot Street Unpaved Lot

If yes, attach Parking Plan. If no, please explain: _____

Yes No Using [City](#), [County](#), [River](#) or Private Park? Name of Park and Location: _____

_____ **(Apply for Park Permit)**

Yes No Using Portable Toilets? If yes, Provider and Phone: _____

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Yes No Using Security/Police? Contact and Phone: _____

Yes No Using Medical Services? Contact and Phone: _____

Yes No Using Fire Department? Contact and Phone: _____

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your production: _____

Number of Trash Receptacles: _____ Number of Dumpsters: _____ Number of Recycling Containers: _____

Yes No Have you presented your production concept to the officially recognized community groups that represent the production area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain: _____

Yes No Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your production? If yes, please attach as complete list of these entities. If no, please explain: _____

Yes No Do you have a sample of the notice that you propose to distribute to the impacted entities? If yes, please attach. If no, please explain: _____

General Rules for Application

- A Film Permit is required for any outdoor production proposed to block pedestrian or vehicular traffic, or to take place on public or private property.
- A Letter of Support is required from the [Tulsa Office of Film, Music, Arts & Culture](#).
- Traffic control devices must be placed according to the [Manual on Uniform Traffic Control Devices](#) (MUTCD) and any additional City requirements for any type of road or lane closure venue.
- The Tulsa Police Department Special Events Unit (918) 586-6054 / (918) 586-6067 must be contacted for film-related intermittent traffic control or using criminal stimulations and/or weapon props.
- Contact [Tulsa Fire Department](#) (918) 596-9689 for a proposed explosion, open flame and/or pyrotechnics.
- Contact [Emergency Medical Services Authority](#) (EMSA) for medical stand-by.
- Public rights-of-way must not be altered. Streets, sidewalks, trees, plants and building must be protected from damage during your production.
- Notification to all impacted entities within 300 feet is required for the proposed production (See below).
- Applicants must remove all trash and debris immediately following the production.
- Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start lines, finish lines, route markers, logos and placement of tents, props, etc. unless approved by [City](#).
- A permit does not give permission to trespass on private, county, state or federal property. You will need to show written proof that you have permission to use such property.
- A written communication from the Chief Officer of the Production Company authorizing the applicant and/or Location Manager to apply for this Film Permit on their behalf must be submitted.
- The City of Tulsa must not be included as a sponsor of your event unless authorized in writing.

General Rules for Application

- Any Film which necessitates the closing or using a street or sidewalk, private property for an outdoor production, police escort or intermittent traffic control must carry a [policy of liability insurance](#) in the amount of \$1,000,000.00. Such insurance policy should be issued by an insurance company licensed to do business in the State of Oklahoma. A certificate of such insurance coverage, naming the City of Tulsa (175 East 2nd Street, Tulsa OK 74103) as Additional Insured, must be on file with the City of Tulsa before the production occurs. List the name and date of the production on the certificate of insurance.
- In most cases, issuance of a Film Permit will serve as your approval to use amplified sound within your production venue as outlined in your permit application. Sound levels should not exceed 90 decibels 15 feet from the source. [Sound levels](#) may have to be lowered between 11 p.m. and 7 a.m.
- Tents/canopies or grouping of tents over 400 square feet require a tent permit. A tent permit must be obtained before erecting a tent. Tent stakes driven into the ground, street, sidewalk, or tent straps attached to poles are prohibited on public property. The [Tent Permit Application](#) (918) 596-9601 requires submittal fifteen (15) business days prior to the event. Review [Tent/Canopy requirements](#).
- There is no permit required for a Drone within the City limits at this time; however, all FAA regulations must be followed. Please review the [Best Management Practices](#). Please [register](#) your Drone and send a copy of the license to the Special Events Coordinator.
- Rules for discharges into the storm sewer are stated in [Chapter 5 Pollution ordinance, section 502, B. subsection 1.d](#). Prohibited discharges "Any material that is disposed of or dumped in such a manner that causes pollutants to be discharged." This includes, but is not limited to, paints, process wastewater and liquids other than uncontaminated water. Violations of the pollution ordinance carry fines up to \$1000.00 per violation.
- Your permit may be revoked for any of the following: Fraud, misrepresentation, imminent threat to public health, safety and/or welfare. If your permit is revoked, future permit requests may be denied.

Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Print Name: _____ Signature: _____ Date: _____

Mail to: Special Events Coordinator, 175 E. 2nd St., Ste. 590, Tulsa, OK 74103, (918) 576-5636 or
Email to [Special Events Coordinator](#). Your electronic submission will serve as your electronic signature.

Thank you for completing your Film Permit Application. Before you submit your application to the City of Tulsa, please make sure that the following steps have been completed:

Have you?

- Reviewed the general rules of the application?
- Signed (if to be mailed) and dated your application?
- Attached a written communication from the Chief Officer of the Production Company authorizing the applicant and/or Location Manager to apply for this permit on their behalf?
- Attached your Letter of Support from the Tulsa Office of Film, Music, Arts and Culture.
- Attached your production site plan/map?
- Attached your production traffic control plan/map?
- Attached your production security, communication, contingency plan?
- Attached your production parking plan/map?
- Attached a list of the entities and community groups impacted by your production that were notified and/or provided letters of support or endorsement?
- Attached notice of communications that will be distributed to residents, businesses, schools, places of worship and other entities impacted by your event?
- Attached written permission from the owners, if using private property?
- Attached your Certificate of Insurance?

Please submit the following documents to the City of Tulsa (if applicable) at least five (5) business days prior the production:

- Copy of your tent permit(s).
- Copy of your park permit.
- Copy of your fireworks/fire permit(s).
- Proof of Drone registration with the FAA.

For City of Tulsa Special Events Committee Use Only

Date received: _____ Date routed: _____ Date for review: _____

Special Events Committee Recommendation: Pending Yes No _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes No _____

Date routed to Council: _____ City Council Approval: Yes No _____

Date Permit Issued: _____ Comments: _____
