



City of Duval

Film Permit Guidelines

A Film Permit Application must be submitted for commercial filming activities taking place within the City of Duval. Additionally, any filming activity that impacts the regular use of public rights-of-way within the vicinity (i.e., traffic disruptions, noise, evening lighting) requires a permit.

Filming on private property does not always require a permit; however, if high-risk special effects or pyrotechnics are to be used, permits are required.

PERMIT EXCEPTIONS

Filming activities covered by the following categories are exempt from the Film Permit requirement.

News Media - Reporters, photographers, or camera people in the employ of a newspaper, publishing or broadcasting of news events concerning those people, scenes or occurrences that are in the news and of the general public interest; and/or those who are filming or videotaping for use in criminal investigations, civil proceedings, and emergencies such as fires, floods, police actions, etc. This exception does not apply to magazines or documentary programs.

Private Use - When the final product is intended for personal use, including use protected by the First Amendment of the United States Constitution, and there are no right-of-way impacts during filming.

DEADLINES

Permits may be denied due to insufficient time to process the application.

- Complete applications must be submitted no later than fifteen (15) calendar days before filming.
- Complete applications must be submitted no later than thirty (30) calendar days before filming when traffic disruptions or high-risk special effects are anticipated.

APPLICATION REQUIREMENTS

Incomplete applications will not be processed. A complete application includes:

- Film Permit Application
- Non-Refundable Application Fee
- Daily Permit Fee
- Daily Call Sheet(s)
- Certificate of Insurance (General/Aviation Liability)
- Additional Insured Endorsement
- Site Map
- Traffic Control Plan (Required as needed)
- Remote Pilot Airman’s Certificate (Required as needed)

NOTIFICATION OF DENIAL OR RESCISSION

Applications may be denied if the proposed activity disrupts traffic beyond a practical solution, causes undue hardship for surrounding residents or businesses, requires the diversion of public employees to the point that service may be denied to the public at large, or fails to meet city service standards. The permit may be rescinded at any time if complete and accurate information was not provided on the permit application, if the filming is not conducted in accordance with the permit's terms, or if there is a failure to comply with applicable laws and regulations.

FEES

Checks should be made payable to the City of Duvall. Credit card and cash payments are accepted in person at the cashier's desk with advance notice.

- **Application Fee** - A non-refundable \$100.00 application fee is due at the time of application.

Snoqualmie Approach:

- **Permit Fee:** \$100 for one day; \$250 for two to six days; \$500 for one to three weeks, and \$800 for longer than three weeks, up to a maximum of five weeks. Filming more than five weeks shall require a new permit to be issued for each additional five-week period. The application fee is due at the time of application.

Sliding Scale Approach (Shoreline):

Criteria:

- **Low-impact filming (*sidewalks, parks, no traffic control or parking reservation*)** is any production where ALL of the following apply:
 - Any use of use of facilities, parks or streets by vehicles or crew is non-exclusive, not reserved, and does not hinder or preclude the enjoyment and use by other members of the public as allowed by law
 - No generator
 - 10 or fewer cast and crew
 - No special effects
 - No closure of pedestrian areas
 - No filming of moving vehicles
 - Production is not a commercial or corporate production
 - No required use of City Staff services
- **Moderate-impact filming** includes productions requiring ANY of the following:
 - Public parking area reservation
 - Exclusive use of non-right-of-way City property including but not limited to parks or City buildings. Additional reservation fees apply. See "Additional Costs" below.
 - Traffic control
 - Hiring of police officers
 - Building of any sets, props, or other constructions on site
 - City staffing required outside of normal business hours
- **High-Impact filming** includes productions requiring ANY of the following:
 - Street closures or other exclusive use of City right-of-way
 - Stunts
 - Pyrotechnics
 - Building of **large** sets, props, or other constructions on site
 - High number of police officers

Low-Impact Filmmaking Permit Fees

- \$25 flat fee per production, for up to 14 days of filming - no limit on number of public locations used non-exclusively
- After 14 days, the fee is \$25 per day

Moderate-Impact Filmmaking Permit Fees

- \$25 per day of filming - no limit on number of public locations per day
- For right-of-way permits or exclusive use of parks and other facilities additional fees may apply

High-Impact Filmmaking Permit Fees

- Standard applicable City fees apply, including but not limited to permits for the right-of-way and park rental fees.
- \$1,000 refundable damage deposit

Fee Waivers

Fee waivers are available. Student filmmakers encouraged to apply. Any fee waiver request must be submitted concurrently with permit application.

- **City Services** - Fees for City services (i.e., off-duty police) will be determined by the city and paid by the Applicant before the start of filming.

DAILY CALL SHEET/PRODUCTION TIMELINE

A daily call sheet outlining the production schedule and activities is required for each day of filming.

INSURANCE/ENDORSEMENT/HOLD HARMLESS

The Applicant shall procure and maintain for the duration of the Event, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Event. The policy shall be written on an occurrence basis, shall be written for a period of not less than 24 hours before the Event and extending for a period not less than 24 hours following the completion of the Event, and shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City of Duvall.

The applicant shall procure and maintain, for the duration of the Event, general liability insurance that covers the Event, participants, and contractual liability. The City shall be named as an insured on Applicant's general liability insurance policy. The general liability insurance shall be written with limits of no less than \$1 million each occurrence and \$2 million general aggregate.

In addition, when drone operations are planned, Applicant shall procure and maintain, for the duration of the Event, aviation liability insurance. The City shall be named as an insured on Applicant's aviation liability insurance policy. The aviation liability insurance shall be written with limits of no less than \$1 million for each occurrence and \$2 million general aggregate.

The insurance policy shall contain or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be an excess of the Applicant's insurance and shall not contribute to it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington.

Applicants shall include all subcontractors and concessionaires as additional insured under their policies and, upon request, shall provide the City with certificates of insurance and endorsements evidencing such insurance or furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All coverage for subcontractors shall be subject to the exact insurance requirements as stated herein for Applicant.

The City of Duvall does not maintain insurance that will respond to claims against the Applicant arising from the use of facilities by the Applicant, its members, or those attending the Event. The Applicant shall comply with all relevant ordinances and regulations of the City of Duvall, state, and federal law. The Applicant shall reimburse the City of Duvall for any damage arising from the use of said facilities.

HOLD HARMLESS STIPULATION - MUST BE SUBMITTED WITH PERMIT

Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Film Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed hereto.

SITE MAP

Attach a detailed site map showing the following information:

1. Name and date(s) of filming.
2. Outline of the entire production area.
3. Names of venue (i.e., park, facility, street).
4. 20' emergency lane - **access to structures and fire protection systems must be maintained at all times.**
5. Equipment, including but not limited to filming equipment, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, etc.
6. Include a legend and dimensions of all temporary structures.

TRAFFIC CONTROL PLAN (TCP)

When street/sidewalk closures are required, a TCP must be submitted for review and approval by the City. Barricades, traffic cones, directional signage, certified traffic controllers, and other necessary elements are required for a TCP. Traffic control devices are obtained and positioned by the Applicant. The City of Duvall does not provide or lend equipment.

Attach a detailed map that includes the following information:

1. Name, Date(s), & Timeframe of film project
2. Name of Venue/Street
3. Traffic Revisions (barricades, cones, signage, etc.)
4. Certified Traffic Controllers

OTHER REQUIREMENTS

INTERNATIONAL FIRE CODE PERMIT (IFC)

An IFC permit is required if any of the following are planned:

- Tents larger than 400 square feet and/or canopies larger than 700 square feet
- Fire Lane access impacts
- Fireworks/Pyrotechnics
- Hazardous/Explosive materials
- Open Flames/Bonfires
- Hot Work (welding, cutting, grinding, brazing, torch down, etc.)
- Fuel Storage (propane tanks, above-ground storage tanks, etc.)
- Meets other activity regulated by the IFC and or deemed hazardous by the Fire Marshal

BUSINESS LICENSE

A Duvall Business License is required for all individuals engaging in business within the city with the intention of gaining, benefiting, or deriving an advantage from that activity, directly or indirectly. Call 425-788-1185 for information.

STAFF CONTACT

John Botero
 City Clerk
 john.botero@duvallwa.gov
 425-788-1185

City of Duvall
 15535 Main St. NE
 Duvall, WA 98019
www.duvallwa.gov



City of Duvall

Film Permit Code of Conduct

When filming in a neighborhood or business district, proper advance notification must be provided to each merchant or neighbor who will be directly impacted. Impacts include, but are not limited to, parking impacts, street/sidewalk closures, staging, noise, and evening lighting.

The filming notice should include:

- Name of the production
- Name of company
- Contact name & phone number
- Type of production (i.e., feature film, movie of the week, TV pilot, etc.)
- Type of activity and duration (i.e., dates, timeframe of impacts, etc.)
- Name and number of the City of Duvall's City Clerk for complaints.

** This Code of Conduct should be attached to the filming notification, which is distributed to the neighborhood.*

PRODUCTION COMPANY

Please treat this location, as well as the public, with courtesy by adhering to the following guidelines.

NEIGHBORS & COMMUNITY MEMBERS

If you find this production company is not adhering to the Code of Conduct, please contact the City of Duvall's City Clerk at (425) 788.1185

1. Production vehicles arriving on location near a residential area should enter at a time no earlier than that stipulated in the permit, turning off engines as soon as possible – no idling. The cast and crew shall observe the designated parking areas.
2. When a production pass identifying the employee is issued, every member of the crew shall wear it while on location.
3. The removal, moving, or towing of vehicles is prohibited without the express permission of the City of Duvall or the owner of the vehicle.
4. No production vehicles should park in or block driveways without the express permission of the property owner.
5. Cast and crew meals should be confined to a designated area. Trash must be disposed of properly.
6. Removal, trimming, and/or cutting of vegetation or trees are prohibited unless approved by the City of Duvall or the property owner.
7. All signs erected for filming purposes shall be removed at the end of each day unless otherwise stipulated by the Film Permit.
8. Members of the cast and crew shall keep noise levels low. Complaints will be referred to the Duvall Police Department.
9. Do not trespass onto private property. Remain within the boundaries of the property that has been permitted for filming.
10. Applicant shall remove all garbage and recycling waste from catering, crafts service, construction, strike, and personal trash, etc., from the location at the end of each day.
11. The company shall comply at all times with the provisions of the Filming Permit and Code of Conduct.
12. Ensure your production respects and maintains accessibility for all members of the community. Keep sidewalks and public paths clear, provide signage for alternative routes if needed, and make reasonable efforts to accommodate individuals with disabilities.
13. If providing portable restrooms, at least one should be ADA-compliant. Productions are encouraged to consider accessibility in all aspects of their setup and public impact.