



Clackamas County Film & Media Program

PERMIT APPLICATION GUIDELINES

1. Complete an on-line film permit application form at www.clackamas.us/business or download the application from our website. *Please Note: Notification and a film permit is required whether filming occurs on public or private property.*
 - a. An applicant will be required to submit a permit request at least five (5) business days prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application may be required at least five (5) business days in advance.
2. Complete and sign Permit Application and submit along with payment to the City/County of local jurisdiction(s).
3. Provide certificate of liability insurance in the amount of not less than \$1,000,000 naming Clackamas County and the local jurisdiction(s) as an additionally insured party. The certificate of insured should remain in effect thirty (30) days beyond the length of the filming and must be submitted no later than at the time of permitting.
4. Submit *Hold Harmless* document (*a blank form is available on our website at: www.clackamas.us/business*
5. The production company must notify impacted residents, occupants and businesses of the duration of filming in advance and as prescribed by Clackamas County.
 - a. Notification should include information about planned special effects, road and lane closures, changes in parking, and sidewalk usage (without obstructing pedestrians). If required by the City/County, draft neighborhood notification letter must be attached to the Film Permit application.
 - b. All residents and merchants within a 200 foot radius of the film location must receive notice of filming dates, times, location address and production company contact at least forty-eight (48) hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least forty-eight (48) hours prior to the arrival of the vehicles.
6. If a road or sidewalk closure is requested, please attach a sketch and/or traffic control and pedestrian rerouting plan of the exact filming location, identifying which roads will be closed and a brief description of what will be filmed in each location, as well as the staging areas, crew parking, "no parking areas", etc. The City's/County's Public Works Departments and Police/Sheriff Departments will review the Plan, provide feedback and/or changes, and approve if necessary.
7. For filming that would impair traffic flow, an applicant must use Clackamas County Sheriff or local law enforcement personnel and comply with all traffic control requirements deemed necessary.

- a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Oregon Department of Transportation. All appropriate safety precautions must be taken.
 - b. For any lane closure or intermittent traffic control, the period of time that traffic may be restricted will be determined by the city/county, based on traffic volumes for location and time of day.
 - c. Traffic shall not be detoured across a double line without prior approval of the appropriate department representative. Detour routes must be clearly marked.
 - d. Unless authorized by the city/county, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
 - e. Any emergency roadwork or construction by city or county crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
8. If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted with approval of the local authority. The applicant must also obtain permission to lay and safely mat cable across sidewalks, or from generator to service point. However, production vehicles must not block public parking lot access/egress, fire hydrants or fire lanes, or access/egress to freeway, etc.
9. Production "base camp" cannot be on the street without first receiving approval from the location jurisdiction.
10. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.