

A Guide to Filming in Clackamas County



Clackamas County Film & Media Production

150 Beaver Creek Rd | Oregon City, OR 97045

Phone: **503-742-4BIZ (4249)** | Fax: 503-742-4349

Email: clackamasfilm@clackamas.us

Website: www.clackamas.us/business/film.html





CATHERINE COMER
MANAGER

BUSINESS AND ECONOMIC DEVELOPMENT

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

Welcome to Clackamas County!

Thank you for your interest in filming in Clackamas County. We appreciate your business and hope the information contained in this Guide is helpful. Our goal is to make your filming experience in Clackamas County as convenient and efficient as possible.

Clackamas County requires a permit for all commercial photography, motion picture, or television production as prescribed in the enclosed Guidelines and Procedures.

As your liaison during the filming process, the Clackamas County Film & Media staff is here to ensure that your production goes as smoothly as possible. If you or your crew has any questions or needs during the filming process, do not hesitate to contact our office at 503-742-4249.

Thank you for choosing Clackamas County, we hope to work with you soon.

Sincerely,

Catherine Comer, Manager

Film & Media Production Contact Information:

Clackamas County Business & Economic Development

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Clackamas County Film & Media Production

Film Permit Checklist

- Complete Filming Permit Application**
- Provide Liability Insurance Certificate**
- Complete Hold Harmless Agreement**
- Neighborhood/Business Notifications**
- Submit Filming Site Plan**
- Sidewalk or Road Closure Requests**
- Acquire Respective Permits (by jurisdiction)**
- Pay Respective Fees**



Clackamas County Film & Media Production

PERMIT APPLICATION GUIDELINES

1. Complete an on-line film permit application form at www.clackamas.us/business/film.html.
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 ten (10) 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/film.html*)
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, lane or sidewalk closures; and changes in parking. 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. For filming that would impede traffic flow, or if a road, lane or sidewalk closure is requested, an applicant must submit a Traffic Control Plan (TCP). A TCP is subject to review and approval of the respective City or County department.
7. Unless authorized by the city/county, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
8. Emergency vehicles shall have unimpeded access to public rights of way at all times. 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.
9. The applicant must obtain permission to lay and safely mat cable across sidewalks, or from generator to service point. Production vehicles must not block public parking lot access/egress, fire hydrants or fire lanes, or access/egress to freeway, etc.
10. Production “base camp” cannot be on the street without first receiving approval from the location jurisdiction.
11. 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.



Clackamas County Film & Media Production

Frequently Asked Questions (FAQs)

What is the role of the Clackamas County Film & Media Production?

Clackamas County serves as the primary liaison between film and media productions and county wide cities and agencies. Our office is responsible for marketing and attracting film and media related businesses to Clackamas County for the purpose of economic development; for assisting productions with the permitting process; and for connecting and facilitating communications between Clackamas County communities and productions.

How can the Clackamas County Film & Media Production assist you to find locations?

The Clackamas County Film & Media Production hosts a digital location database (Reel Scout) which allows us to customize a location package specific to your needs. Go to www.clackamas.us/business/film.html and click on "locations" in order to access our Reel Scout database. This system is constantly being updated with images from the Clackamas County area.

When you decide that Clackamas County is viable location for your production, the Clackamas County Film & Media Production will assist in facilitating a preliminary scouting tour for your team. For assistance in identifying locations or to arrange a scouting tour, contact the Clackamas County Film & Media Production at (503) 742-4BIZ (4249) or email at clackamasfilm@clackamas.com.

What is Clackamas County's permitting policy?

Clackamas County Film & Media Production serves as a liaison for all film and video projects working in the county. Clackamas County has developed a unified film permit, guidelines and procedures. A film permit is required on all productions in Clackamas County and the unified process assists in acquiring additional permits through other city agencies. More information and permitting requirements can be found on our website at www.clackamas.us/business/film.html.

It is strongly recommended that you contact the Clackamas County Film & Media Production as you begin planning your project. Staff is available to assist even in the initial stages of project development. Certain requests and activities such as pyrotechnic effects, street closures, parking requests, or filming in specific locations may require additional permitting or approvals through cities or other jurisdictions. Our staff will serve as your project's personal liaison and will provide one-on-one assistance to determine what permits and agencies you will need to make your project a success.

What are the requirements for road closures and/or traffic assistance?

All types of road closures and/or traffic restrictions require approval and assistance either from the jurisdictional authority governing the road or rights-of-way or to control and re-direct traffic adequately. This will be determined by the jurisdictional traffic engineering department or law enforcement agency.

What are the requirements for use of special effects and explosives?

A detailed description is required for the use of special effects or explosive including, but not limited to, fire effects, water effects, explosions, gunshots, car crashes, etc. as part of the permit application. The appropriate law enforcement authority must review and approve special effects and explosives prior to production. An additional certificate of insurance may be required depending upon the special effect(s) proposed.



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Resources and Links

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Oregon Governor's Office of Film & Television

1001 SE Water Avenue, Suite 430 | Portland, OR 97214

Phone: 503-229-5832 | Fax: 503-229-6869

Email: shoot@oregonfilm.org

Website: www.oregonfilm.org

Oregon Media Production Association (OMPA)

901 SE Oak Street, Suite 104 | Portland, OR 97214

Phone: 503-228-8822 | Fax: 503-228-099

Email: info@ompa.org

Website: www.ompa.org



Website: www.sourceoregon.com