

A Guide to Filming in Clackamas County

Guidelines and Procedures



Clackamas County Software & 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





LAURA EDMONDS
MANAGER
OFFICE OF ECONOMIC DEVELOPMENT

c. (503)319-2456
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.

As your liaison during the filming process, the Clackamas County Software & 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,

Laura Edmonds
Manager

Software & Media Production Contact Information:



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Clackamas County Software & Media Production Checklist

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



Clackamas County Software & Media Production

GUIDELINES

1. Complete an on-line film and media Information Request form at www.clackamas.us/business/film.
 - a. An applicant will be required to submit a Information 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 Information Request 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 if filming is located in an incorporated area of the County or 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*)
5. The production company must notify impacted residents, occupants and businesses of the duration of filming in advance.
 - 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.
 - 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.

Clackamas County Software & Media Production

RELEASE AND HOLD HARMLESS AGREEMENT

Production Company Name: _____

Address: _____

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Production Title: _____

The undersigned Production Company has requested a filming permit from Clackamas County for the limited purpose of:

- Television Motion Picture/Feature Commercial Photography Music Video
 Documentary Educational Commercial Other: _____

The undersigned is required to provide a *Release and Hold Harmless Agreement* from and defend against any and all claims, lawsuits or other liability arising from as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the County has agreed to permit such activity subject to condition and requirements outlined in the permit application and guidelines and as follows:

Permittee shall agree to, and does hereby agree to indemnify, defend and hold harmless, the County, its Commission, agents, officials and employees from and against any and all claims, loss, liability, damages, costs and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event or use provided for in this Permit and/or as a result of participation in or attendance at the activity, event or use provided for in the Permit, caused by the negligent acts, errors, or omissions of the Permittee, its agents, subcontractors, or employees, or others, regardless of whether or not Permittee alleges such claim, loss liability, damage, cost or expense, is cause or contributed to, in part, by the County.

Signature: _____ Printed Name: _____

Company: _____ Title: _____

Dates of Filming: From: _____ To: _____

Time of Day: From: _____ am pm To: _____ am pm



Clackamas County Software & Media Production

Frequently Asked Questions (FAQs)

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

Clackamas County serves as the primary liaison between film and media productions and countywide cities and agencies. Our office is responsible for assisting productions with the process; and for connecting and facilitating communications between Clackamas County communities and productions.

What is Clackamas County's permitting policy?

Clackamas County Software & Media Production serves as a liaison for all film and video projects working in the county. Clackamas County has developed a unified film information request, guidelines and procedures. A film permit is required on all productions in Clackamas County's unincorporated areas 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.

It is strongly recommended that you contact the Clackamas County Software & 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.



Clackamas County Software & Media Production

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