



FILM PERMIT APPLICATION

PLEASE TAKE TIME TO REVIEW THE FILM PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

All commercial filming including still photography and taping in the City of Post Falls, requires a permit issued by the City. Exemptions/Waivers include films or photographs made: (1) solely for private or family use; (2) for use in criminal investigations or civil proceedings; (3) for news purposes; (4) for charitable purposes; and (5) for program development for the government educational and public access channels, and educational filming activities.

PERMIT APPLICATION PROCESS

The Film Permit process begins when the applicant submits a complete Film Permit Application. Upon receipt of your complete Film Permit Application, a representative from the City will contact you. **Please note that acceptance of your Film Permit Application should not be construed as a final approval or confirmation of your Film Permit Application.**

A complete Film Permit Application includes:

- The signed Film Permit Application filled out with detailed information about the production

The following documents must be submitted with the Film Permit Application to be considered complete and begin the review and approval process:

- Insurance Certificate and Endorsement naming the City of Post Falls as additionally insured (if vehicles are being used in the production automobile liability is required)
- Map/Site Layout
- If filming on private property, a location agreement is required for each private location
- Letter from school is required if the production is a student film
- If using drone, required waiver/authorization from FAA

Submission

Please submit your complete Photography/Filming Permit Application to the City of Post Falls Parks & Recreation Department located at 408 N. Spokane Street, City Hall or email recreation@postfallsidaho.org.

You may also mail your application to: Attn: Film Permits
Parks & Recreation Dept.
City of Post Falls
408 N. Spokane St.
Post Falls, ID 83854

If you have additional questions please contact (208)773-0539 or recreation@postfallsidaho.org

NOTE: Complete Film Permit Application must be received a minimum of 5 business days prior to production date. If filming requires a street closure a separate street closure permit is required.

INSURANCE

Production company must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the City of Post Falls, its officers, employees and agents' as additional insured. This document must be submitted to begin the permit process. All contracted services for the production i.e. security services, rentals, traffic management, etc. must provide insurance.

APPLICANT INFORMATION

Date: _____

Production Company Name: _____
(If this is a student film, please add school name)

Address: _____
(Street Address)

(City) (State) (Zip)

Phone Number: (____) _____

Applicant Name: _____

Phone Number: (____) _____ Mobile Number: (____) _____

Location Manager: _____

Phone Number: (____) _____ Mobile Number: (____) _____

Non-Profit: YES NO Federal Tax Exempt Identification Number: _____
Must submit a copy of determination letter

PRODUCTION INFORMATION

Project Title: _____

Production Type:

Still Photography TV Commercial TV Movie TV Episode Feature Film Music Video

Corporate Video Educational Student Film Drone Other: _____

Please provide detailed information of production, synopsis of storyline, and any relevant information below:

Total Personnel: _____

Production Location(s): _____

Production Dates & Times

If your production is a multi-day production, please complete the following information for each separate date. Space is provided for four (4) additional entries. If your event is longer than three (3) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Production Start Date: _____

Start Time: _____AM /PM

Production End Date: _____

End Time: _____AM /PM

Additional Day Two:

Production Start Date: _____

Start Time: _____AM /PM

Production End Date: _____

End Time: _____AM /PM

Additional Day Three:

Production Start Date: _____

Start Time: _____AM /PM

Production End Date: _____

End Time: _____AM /PM

TRAFFIC INFORMATION

If filming is planned on City street(s) and/or City property/facilities, please submit a site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled.

Site Plan attached

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production.

Describe plan: _____

Will this production require a street closure? YES NO If YES please attach an approved street closure permit.

Closure Start Date: _____ Closure Start Time: _____AM /PM

Closure End Date: _____ Closure End Time: _____AM /PM

Street Name: _____

From (cross street): _____

To (cross street): _____

Type of closure: Street Closure Sidewalk Closure Lane Closure

EQUIPMENT/PROP INFORMATION

Please provide exact number of equipment for each:

Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Vans: _____ Other: _____

List of Props: _____

YES NO

Will you be using pyrotechnics (fireworks) or explosives? If yes, please attach detailed information about the specific plan and a Kootenai County Fire & Rescue permit.

Pyrotechnician: _____

License Number: _____

Phone Number: (_____) _____

Mobile Number: (_____) _____

YES NO

Will you be using hazardous material?

If so please list: _____

YES NO

Will you be using fake weapons?

If so please list: _____

YES NO

Will you be using animals?

If yes, what type and how many? _____

YES NO

Will you be using tents or canopies over 200 square feet?

YES NO

If yes, contact Kootenai Fire & Rescue for information

YES NO

Will you be utilizing any aerial stunts or elements in your shoot? If yes, please attach details of any aerial stunts that will be used.

YES NO

Will you be filming on private property? If yes, you must provide a copy of signed location agreement(s).

YES NO

Will you be using a drone? If yes, you must provide:

Certificate of Waiver/Authorization

FAA UAS (Drone) (<https://www.faa.gov/uas/>)

PARKING

Do you require parking? YES NO

Parking Encroachment Details

POST "NO PARKING" SIGNS 72 HOURS BEFORE ENCROACHMENT FOR EVENTS

Garage: Yes No Location: _____

Private Business Lot: Yes No Location: _____

Parking Lot: Yes No Location: _____

On-Street
Parking (not marked): Yes No Location: _____

Marked Stalls: Yes No Location: _____

Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps: Yes No

How do you plan to utilize the parking space? Provide specific details:

For On-Street without marked spaces: List the distance in feet to be utilized on the street -
Increments of 20ft per parking space. Feet: _____

Be advised that no parking zones, disabled parking and loading zones may not be reserved.

- Temporary "No Parking" approved in conjunction with special event/film permits.
- Temporary "No Parking" signs must indicate the Date and Time of Restriction
- Temporary "No Parking" signs must be posted by the permittee a minimum of 24 hours and a maximum of 72 hours before the date and time they are to take effect.
- Temporary "No Parking" signs SHALL NOT cover or obscure existing signs or parking meter head
- Temporary "No Parking" signs must be unobstructed and clearly visible by drivers on the street or affected parking patrons. Post the Temporary No Parking Signs:
 - Facing oncoming traffic, directly below the existing signage, and at a 45 degree angle to the street
 - Fastened at both top and bottom
- All Temporary "No Parking" signs must be removed by the permittee upon the expiration of the signs or at the end of the event/production, whichever comes first.

LOCATION SHOOT SPECIFICS

If private property is being used, list owners name, address, and phone number. Must provide a copy of signed location agreement(s). Copy this sheet to add more locations.

Date:		Time:		Prep/Film/Strike <i>Check One:</i>	<input type="checkbox"/> P	<input type="checkbox"/> F	<input type="checkbox"/> S
Location:							
Address:							
Activity:							

Date:		Time:		Prep/Film/Strike <i>Check One:</i>	<input type="checkbox"/> P	<input type="checkbox"/> F	<input type="checkbox"/> S
Location:							
Address:							
Activity:							

Date:		Time:		Prep/Film/Strike <i>Check One:</i>	<input type="checkbox"/> P	<input type="checkbox"/> F	<input type="checkbox"/> S
Location:							
Address:							
Activity:							

AGREEMENT

Permittee waives all claims against the City, its officers, agents and employees, for loss and damage caused by, arising out of or in any way connected with the exercise of this permit. Permittee agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from any and all loss, damage or liability which may be caused by, arising out of or in any way connected with the exercise by Permittee of the rights hereby permitted. The City shall have the privilege of inspecting the premises covered by this permit at any or all times. This permit shall not be assigned. The City may terminate this permit at any time if Permittee fails to perform any provision herein. Permittee hereby agrees that it, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be considered valid unless made in writing and approved by the City. Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap. The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times.

Permittee agrees to all the terms and conditions of this permit including the provisions listed above and any attachments. Any changes to this application must be submitted in writing by the applicant.

Company Representative (Print)

Company Representative (Signature)