

Permit #:

Project Name:

Location #:

Location Form Request for Master Film Permit for Public Property

A separate Location Form is required for each public filming location

1. LOCATION INFORMATION

I HEREBY APPLY FOR PERMISSION TO USE OR OCCUPY PUBLIC PROPERTY, FOR THE SOLE PURPOSE OF FILMING: **(choose one)**

AT A SPECIFIC LOCATION:

Or

	Date MM/DD/YYYY	Day of Week	Production Vehicle Arrival Time	Filming Start Time	Wrap Time
Day 1					
Day 2					
Day 3					

For any days beyond 3 at the same location, please describe here:

A separate Noise Variance is required from the Department of Planning and Development for any exterior film work or equipment load-in taking place outside of regular hours (7:00am to 10:00pm on weekdays; 9:00am to 10:00pm on weekends). Sign-offs from adjacent neighbors will be required for work outside of regular hours. See [Seattle Film Manual](#) for more information.

B-ROLL/SCENIC FILMING

Begin Date

End Date

To be considered "b-roll/scenic" a production must meet all of the following criteria

- Five or less total cast and crew
- Only one camera
- Outdoor production only
- Traffic control not required
- No interruption to pedestrian activity
- No electrical generation, wires, cables run, or lights set-up
- Public parking will not be impacted
- Not filming in City Park

2. FILMING DETAILS

Film Activity	Describe in detail the filming activity that will be taking place at this location:
Equipment	Describe any equipment that will be set up on public property, including details on size and usage (amperage of generators, size of jib arm, dolly track, etc.):
Pedestrian Traffic	<p>Will your production need to hold pedestrian traffic at any point during filming? No Yes</p> <p>Production personnel are allowed to hold pedestrians up to 3 minutes during takes. See Seattle Film Manual for more information.</p>
Vehicle Traffic	<p>Will your production need to hold vehicle traffic at any point during filming? No Yes – See Police Staffing below.</p>

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3. COMMUNITY NOTIFICATION

All residents/businesses in at least a one-block radius from filming activity must be notified in writing a minimum of 72 hours prior to filming. Sign-offs from adjacent neighbors will be required for work outside of regular hours. See [Seattle Film Manual](#) for more information and forms.

Describe the steps you have taken or will take to notify affected residents and/or businesses of your filming activity:

4. CITY RESOURCES

Street Parking	Street parking spaces can be reserved only for working production vehicles. No cast, crew, or personal vehicles are allowed. See Seattle Film Manual for more information. Your location map must show street parking spaces designated in this section.	
	Are you requesting to reserve any street parking at this location? No Yes – Fill in information below	
	Total production vehicles	List department vehicles and lengths (example – Grip Truck 24')
	Total number of street spaces requested to reserve	Parking meter numbers (if applicable)
Police Staffing	Film companies are required to have police services if film production requires traffic control and revisions, weapons (replicas or real), safety hazards, filming depicting police activity (detectives/police making arrests with handcuff, etc.) or unusual circumstances which could create alarm to the citizens of the City. Fees for required police staffing are not included in the \$25/day Master Film Permit fee. See Seattle Film Manual for more information.	
	Do you require any police staffing at this location? No Yes – Fill in information below	
	Number of police officers for traffic control and/or security: Describe activity/needs:	
Additional City Staffing	Under some circumstances, additional City staffing may be required for the use of some facilities at an additional cost. If applicable, the Film Office will discuss with you upon review of your application. See Seattle Film Manual for more information.	

5. LOCATION MAP

A DETAILED map is required for each location, including the following information relevant to your production:

<ul style="list-style-type: none"> ➤ Filming Activity <ul style="list-style-type: none"> ▪ Location/s of camera and other equipment ▪ Location/s of generator ➤ Exact Parking Locations <ul style="list-style-type: none"> ▪ Parking spaces on map must match parking meter numbers from above. ▪ Parking restrictions and/or controls (parking meters, peak hour restrictions, etc) ▪ Hooding of parking meters, or use of no-parking barricades in non-metered areas ▪ Production Vehicle Parking 	<ul style="list-style-type: none"> ➤ Traffic Control <ul style="list-style-type: none"> ▪ Street closures or intermittent traffic control ▪ Sidewalk closures or intermittent pedestrian control ▪ Direction of moving vehicles for driving shots ➤ Any other significant space usage <ul style="list-style-type: none"> ▪ Base camp ▪ Catering Location
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6. SUBMIT APPLICATION

Attach the following items to an email message and send to filmoffice@seattle.gov

1. Application for Master Film Permit
2. Location Form **a separate location form is required for each public filming location**
3. Location Map (.pdf or .jpg preferred) **a separate location map is required for each public filming location**

—ALL FILM PERMIT APPLICATIONS AND ATTACHMENTS MUST BE SUBMITTED ELECTRONICALLY—