



Film App Tips and User Guide

Film App is a new web-based way to apply for film permits with the City of Seattle. Starting February 26, 2018, the new portal will be available to apply for permits. While the previous paper system is still available for use until April 27, users are encouraged to dive head first into interfacing with the new system right away. Please reach out to the Film Permit Specialist with any questions, or to report any bugs encountered along the way.

Film Permitting – What’s New?

- **Adaptive, Focused, and more Robust Questioning:** By asking more clear and concise questions, film productions and the Film Office will be engaged in a smoother, more streamlined permitting process with Film App. Many of these questions are aimed at gathering information that is crucial to getting applications approved that was often missed with the previous application system. Certain sections will also adapt to your answers – with answering “Yes” prompting further, more granular sets of questioning - and selecting “No” moving you along through the form quicker. Each type of “Shoot” will ask a different set of questions, appropriate to the impacts they may present.

Some of the new questions are focused on the economic impacts of your production. This information helps the Film Office collect general data used in our continued work to support film production in Seattle.

- **Online Invoicing** After your shoot has wrapped, the individual noted as the financially responsible party will receive an invoice via the e-mail, and will be able to pay invoices with VISA or Mastercard online. Payments via phone and mail will still be accepted.
- **Location and Contact Database:** Film App has been pre-loaded with over 200 locations commonly permitted in the City of Seattle. If a location isn’t already in the database, users will be able to add it and it will live in the system for future use. Many locations will prompt users with tips or external contact information for filming at some locations that require special permissions.

Process

Welcome / Logging In

Users will access Film App via the same City of Seattle “Get a Film Permit” web page, with a new link directing them to <https://app.apply4.com/filmapp/usa/seattle>.

On this initial page, users will be met with a welcome message, links to useful documents (which are also offered in the [FAQs section of the city web site](#)), and a button to “Apply for Permit.”

If users are new to the system, they will be asked to create an account with Apply4 / Film App. With this account, they'll be able to log in and apply for permits, make updates to permits in process, and message the Film Office. Users will also be able to review past permit files and projects, and users' Apply4 / Film App login will work for other jurisdictions that use this same program for film permitting.

Filling Out the Application

Once users enter the application portal, they'll be greeted by a web form with six tabs they need to complete before submitting their application: Production, Company, Insurance, Shoots, Documents, and Summary. Here is an overview of each section, explaining some details that might be different from what applicants are used to.

- **Production**
This section collects information about the specific project itself, with fields such as Title, Type, Number of Filming Days, Cast and Crew size, and a short synopsis. It also asks some new questions to users relating to spending and other economic impacts their production will have—many of these are optional, but collecting data in these fields helps our office advocate effectively for Seattle's film industry.
- **Company**
This section collects the production company details, as well as best person to contact for invoicing of permits. If the user has applied for a permit before with the same production company, they can select "Existing" from the first drop-down menu to auto-populate fields.
- **Insurance**
This section is for users to provide information on their production insurance, which is required for most film productions. Information required in this section can be found on the "Certificate of Insurance" provided by the production company's insurance provider. They will also be able to upload a copy of their Certificate of Insurance on this tab. It is not required to upload insurance at the time of applying, but insurance will be required to be uploaded before the final permit is issued.
- **Shoots**
The shoots section replaces what was previously called "Location Forms" or "Part B" from the previous application process, and lets the Film Office know where the production will be filming, and what their impacts will be while they are there. This section asks users some questions that may seem basic, but are crucial to submit a clear and concise application.

Each "Shoot Type" will prompt a different set of questions, with "Standard Filming on Location" being the most common type, and "Low Impact Filming" replacing our roving permit process.

Users will need to go back and click "Add New Shoot" for each additional location they'll be filming at before moving onto the next section of the application.

Within the shoot section there is a “Locations” feature and fields:

- **Location Information:** This is the first section that appears in each shoot type, which will tell the Film Office exactly where the production is requesting to film. The Film Office has pre-populated the app with nearly 200 commonly requested filming locations across the city – both places we do and do not permit. Along with many locations, a yellow pop-up box will appear informing users about any quirks or additional outreach that needs to be done at a location.

If a location is not already in our database, users will be alerted, and will need to select “NOT ON LIST – FIND ON MAP” from the drop-down menu, and will be asked to place a pin on map notating where their location is. This new location will be saved in our system forever and will be available as a pre-populated item in the future after review by the Film Permit Specialist.

- **Regarding “Location Information” for a “Low Impact Filming” Shoot Type:** For low impact filming/roving productions, simply type in “Roving” into the first Street/Road 1 box. You do not need to list out all locations around the city you’ll be filming as long as you are following roving restrictions. “Roving” should be an option that auto-populates when you begin typing in this entry field.

- **Location Details:** This is getting a little more granular with where the production will be filming, which is especially helpful for larger locations. The information we’re looking for here is things like “Near the shelter in the northwest corner of the park,” or “actors will be on a park bench near the bathhouse” etc. In the next step of the application, users will still be required to upload a detailed location map.
- **Emergency Contact:** For each shoot, users now need to list the name of someone who will be on-set the day of filming. If any issues arise during production and the Film Office or other City Departments need to reach out, they need to be able to reach a responsible party who can act quickly to resolve an issue or answer a question.
- **Documents:** This section is for users to upload any additional documents that may be necessary to complete their application package. This may include additional maps, additional insurance documents, notification letters, and sign-offs.

After the documents section, users will be taken to a summary of their application for review, and will then be able to click the “Submit Application” button at the bottom of the page. At this point, users will be sent an automated e-mail from the system, confirming their application has been sent to the Film Office. A draft permit will also accompany the e-mail.

Post-Application Submittal

Once the application has been submitted, the user will not be able to make any changes to the application unless the Film Permit Specialist unlocks the application and requests further information from them.

The status of a user's application can be checked under the "My Applications" tab in their profile at any time.

Communicating with the Film Office during Permit Processing

Post-application submittal, users can communicate with the Film Permit Specialist at filmoffice@seattle.gov / 206.233.3948. Users can also send messages via the Film App messaging system which is accessed by clicking on your permit under the "My Applications" tab in under your Film App profile.

If a permit's status is marked as **Info Requested**, users' applications will be unlocked, and they will receive a message from the system with instructions telling them to go back into their application and edit specific fields or upload documents.

Final Permit Issued

Users will be sent their final permit via e-mail, the permit will include all necessary auxiliary documents (Parks Use Application, MOU, Traffic Plan, Maps, etc.)

Paying for your Permit/Invoices

Users will be able to pay their permit fees online using Film App, and invoices will still be issued **after** production has wrapped. Once an invoice is ready, the person entered as the financially responsible party under the "Company" section of the application will receive an e-mail with a copy of the invoice, as well as a link to pay it. Visa and Mastercard are the only forms of payments accepted via this portal. Users will receive an e-mail receipt upon completion of payment.

If users wish to pay via phone or check, they may still do so. Information on how to pay by those methods is included on the invoice.