

FILM/PHOTOGRAPHY

PERMIT APPLICATION



SPECIAL EVENT PERMIT OFFICE

239 SOUTH MAIN STREET SLC, UT 84111

801-535-6110 • EVENTPERMITS@SLCGOV.COM • WWW.SLCCITYEVENTS.COM

SLC CORP. FILM PERMIT APPLICATION INSTRUCTIONS

STEP 1: Check on site availability (if applicable):

If you plan to use any of the sites listed on the last page of this document, please contact them immediately to begin requesting permission and/or pay any required rental fees/deposits to use their site. Written approval from these locations must be submitted to the Special Event Permit Office before receiving a Final Permit.

STEP 2: Submit a completed Film Permit Application.

Applications should be submitted **2 weeks before your filming date** to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **The last possible date to apply is no later than 4 DAYS before the filming date.** We suggest submitting an application as soon as possible to ensure all requirements are completed in a timely manner. Due to a high volume of permit requests, it may take 1-2 business days for the Special Event Permit Office to process your application. Application *must* be turned in with a **detailed site map** before the review process begins. The site map should clearly include: location, proposed road closures, barricade plan, tents, fencing, stages, vehicle parking/equipment staging plan and other special requirements.

STEP 3: Canvas at film locations.

Canvassing must be conducted at and near the requested filming locations. You must provide written notification and collect signatures from all residents and businesses impacted by the filming at least **1-2 WEEKS before the filming date.** Proof of notification and list of signatures must be submitted to the Special Event Permit Office to receive a Final Permit.

STEP 4: Pay \$112 processing fee.

Applications are not ready for review until the processing fee has been paid. The \$112.00 processing fee must be paid **within 24 hours** once the Film Permitting Office has notified you that your application has been entered into our system. If you do not pay within 24 hours, the permit request will be cancelled and you will need to submit a new application. The \$112 fee covers only **three** site locations. If you have additional locations, you will need to submit another Film Permit Application and pay an additional \$112 processing fee. Payment may be made with all major credit cards, debit cards, cash or check. **PLEASE NOTE: Payment of the fee does NOT guarantee a Final Permit. The processing fee is strictly for entering your application into the process for further review. The fee is non-refundable.**

Payment methods:

- **Credit Card:** Once your application is processed by the Special Event Permit Office, you will receive an automatic email with a link to pay the fee online. *(All credit card transactions have a 2.10% surcharge).*
- **Checks:** Please make checks payable to *Salt Lake City Corporation* and mail them to the Gallivan Center, 239 South Main Street SLC, UT 84111.

STEP 5: Complete your Conditional Checklist.

Once payment has been submitted, your application will be sent to our Film Review Committee for review to determine requirements and special notes for your filming. **This review process may take up to 2 weeks to complete.** After all entities have reviewed your application, we will send you a Conditional Checklist that must be completed in order to be issued a Final Permit. Please make sure to **compile written approval for all checklist items** and submit them in one email to EventPermits@slcgov.com by your assigned due date.

STEP 6: A Final Permit is issued.

The Special Event Permit Office will review your approval documentation and issue a Final Permit once we know that all requirements have been fulfilled. Please have a copy of your Final Permit on-site at your filming. If you submit your Conditional Checklist packet after your due date, then you risk a denied permit and being charged a Class B Misdemeanor.

DISCLAIMER AND ADDITIONAL INFORMATION

AGREEMENT: By signing and submitting the Salt Lake City Corp. Film Permit Application, applicant is held responsible for all information, requirements, and disclaimers found within these instructions.

COST RECOVERY: Be aware that you could incur costs for any services provided *beyond* “basic city services.” An “**Estimate of Cost Recovery**” form will be provided to you before the shoot. A permit will not be issued until the cost of the estimate has been paid or security is posted. Additional city services could include, but are not limited to, police services, park cleanup, and/or extraneous administrative work because of changes after application submittal.

SALT LAKE CITY SITE CONTACTS

SLC Parks: *Click here to review the entire park list.	Kathy Rollman 801-972-7865 Kathy.Rollman@slcgov.com Public Utilities Watershed Office 801-483-6705
City Creek Canyon:	
City Creek Center:	Linda Wardell 801-212-6332 LWardell@taubman.com Facilities Division 248 East 600 South Salt Lake City UT 84111 801-535-7280
City & County Building:	
Exchange Place:	You will need to contact all businesses located in Exchange Place (see <i>canvassing</i> instructions above), but please note closures in this area during regular weekday business hours are not allowed; closures are <u>only</u> allowed on weekends.
Federal Building Plaza:	Federal Building 125 South State Street Salt Lake City, UT 84111 801-524-5260
Gallivan Center:	Bart Walker (Gallivan Rental Manager) 801-535-6113 bart.walker@slcgov.com
Gateway Mall:	Scott Bennett 801-456-0000
Main Library (in front of and inside):	Andrew Shaw 801-524-8234
Memorial House:	Jada Lindblom 801-521-7969
Pioneer Trail State Park:	State Parks Dpt. 801-584-8392
Public Safety Building:	Laura Nygaard 801-799-3801 laura.nygaard@slcgov.com
SLC International Airport:	Dave Korzep (Airport Operations Superintendent) 801-575-2910 David.Korzep@slcgov.com
Sugar House Park:	Sugar House Park Authority 385-468-7275 Sugar House Park Special Event Form
State Capitol:	Capitol Preservation Board Scheduling Office 120 State Capitol, P.O. Box 142110 SLC, UT 84111 801-410-0011 Capitolscheduling@utah.gov
This Is The Place Heritage Park:	Park Office 2601 Sunnyside Avenue Salt Lake City, UT 84108 801-582-1847
Tracy Aviary:	Becca Dupaix 801-596-8500 BeccaD@tracyaviary.org
University of Utah/Research Park:	University of Utah Police Department- 801-581-7944 Elizabeth Johnson (U OF U Scheduling Office) 801-581-7854 Charles A. Evans (Research Park Administration) 801-581-8133