



The City of
OKLAHOMA CITY

ACTIVITY PERMIT FOR FILM

Current date _____

Production title _____

Filming date(s) _____

Name of Production Company (if applicable) _____

Type of production (i.e. feature, tv show, commercial, music video) _____

Are you shooting b-roll _____ If yes, where _____

Using a drone _____ (If yes, please submit a copy of pilot's FAA license & insurance certificate)

Size of cast/crew _____ Working with the OK Film + Music office _____

Base camp location (if applicable) _____

of production vehicles/equipment on location and description (i.e box truck, trailer, other)

Production contact _____

Mailing address _____

Email address _____

Phone _____ Fax _____

Production Start: Day/Date _____ Time _____

Production End: Day/Date _____ Time _____

Using OCPD for **ITC** (intermittent traffic control) or a full street closure (requires additional revocable permit, 100% permission from property owners lining the street to be closed, and barricades) _____

Full Street Closure Times (if applicable):

Location: (Name of street closed) _____ From _____ To _____

Closure: Day/Date _____ Time _____

Reopening: Day/Date _____ Time _____



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Name of barricade contractor company _____

Brief synopsis of production:

Filming Locations (up to 5 locations can be included on one activity permit for film application – excludes full street closures):

Note: Contact OKC Parks for filming in City parks (405.297.2691 parksevents@okc.gov)

Note: Contact Water Utilities Trust if filming at an OKC Lake (405.297.2422 water@okc.gov)

Location #1 Address _____ Date _____ Time _____
Summary of scenes _____
of cast/crew _____

Location #2 Address _____ Date _____ Time _____
Summary of scenes _____
of cast/crew _____

Location #3 Address _____ Date _____ Time _____
Summary of scenes _____
of cast/crew _____

Location #4 Address _____ Date _____ Time _____
Summary of scenes _____
of cast/crew _____

Location #5 Address _____ Date _____ Time _____
Summary of scenes _____
of cast/crew _____

Primary contacts (on-site during production)

Name _____
Cell _____
Email _____

Name _____
Cell _____
Email _____



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Applicant must carry public liability insurance with an insurance provider licensed to do business in the State of Oklahoma, acceptable to the City, in which the Applicant is named as insured with the City listed as additional insured against all legal liability for injuries to persons or property caused by activities and operations of Applicant and/or its officials, employees and agents, either directly or indirectly, in the amount of no less than \$175,000 for any one person, \$1,000,000 for any one accident and \$25,000 property damage. Applicant shall furnish the City with certificate of such insurance before permit may be approved.

Below is the address to be listed as additional insured on your certificate of insurance:

City of Oklahoma City
200 N. Walker Avenue
Oklahoma City, OK 73102

Note: Written notification to abutting property owners is required 3 or more days in advance. Also, be sure to communicate with any business or homeowner's associations within the area(s).

Production Signature _____

(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#))

Return to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____



FILM PERMIT INFORMATION & RULES

- For full street closures, traffic control devices must be placed according to the [\(Manual on Uniform Traffic Control Devices \(MUTCD\)\)](#). A traffic control plan and revocable permit are required for full street closures.
- Written notification is required for *all* filming. You must notify adjacent property owners no later than 3 days prior to filming. For street closures, 100% approval required from affected property owners with property on the street that is being closed.
- When required, the OKC Police Department must be contacted to schedule off-duty officers and for ITC (intermittent traffic control). The OCPD Special Events Unit will schedule your officer(s), (405) 297-1144.
- If scenes simulate violence, security must be on site.
- If weapons are being used OCPD, OCSO or OHP off-duty officers must be included in your security team.
- When required, [metered parking](#) must be reserved through Embark, (405) 297-1331. An approved activity permit is required before metered spots can be reserved.
- Public property and rights-of-way must not be altered. Streets, sidewalks, trees, plants and buildings must be protected from damage during your filming. We expect locations to look the same after the production as they did prior to production. A cleaning/waste plan is required if you bring in large groups or materials for filming.
- Streets must not be painted. Tape can be used on streets, but must be removed prior to reopening the street.
- A permit does not give permission to trespass on private property for filming. You must be able to show proof that you have permission to use private property.
- Activity permit for film are processed on a first-come, first-served basis.
- If filming within a Design District or Historic Preservation District, any changes to properties (even minor and temporary) must be reviewed, and may require approval by the Planning Department, (405) 297-3084. To find out more about our Design Review and Historic Preservation Districts, please visit our [webpage](#).
- The City of Oklahoma City must not be included as a sponsor of any productions. You must ask permission to use the City seal. Those requests go through our City Clerk's Office, (405) 297-2391.
- Any tents larger than 15' X 15' (225 sq ft) needs a tent permit. Contact Fire Prevention Services, (405) 297-3584.
- Pyrotechnics permits are handled through Fire Prevention Services, (405) 297-3584.
- Your permit may be revoked if any of the following issues are identified by City staff: fraud, misrepresentation, property damage, failure to notify abutting property owners, imminent threat to public health, safety and/or welfare. As a result of revocation, future permit requests may be denied.



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FILM PERMIT FEES

Payment due upon receipt of the application. Payments can be made by check (in mail), cash (in person) or credit card (over the phone). Invoices must be paid before a permit can be approved.

Activity Permit for Film– (non-exclusive use/sidewalks, easement, OCPD ITC)	\$25
Revocable Permit (full street closure)	\$100