



**HEBER CITY CORPORATION  
Business License Department**

75 North Main  
Heber City, UT 84032  
(435) 654-4830

**FILM PERMIT APPLICATION**

**SITE PLAN/ MAP MUST BE INCLUDED WITH APPLICATION**

Application must be completed entirely before submittal to Heber City Corporation. An incomplete application may result in the delay in processing the application.

Application must be submitted no less than 72 hours prior to filming activity.

Submittal of application does not constitute a permit. Upon application being approved, a permit may be picked up at 75 North Main, Heber City, UT, or one will be mailed to the address on the application.

<b>Production Title</b>	
-------------------------	--

**PRODUCTION TYPE**

<input type="checkbox"/> Feature Film	<input type="checkbox"/> Documentary	<input type="checkbox"/> TV Series/ Program
<input type="checkbox"/> Still Photo	<input type="checkbox"/> Reality TV	<input type="checkbox"/> TV Movie
<input type="checkbox"/> Commercial	<input type="checkbox"/> Student Project	<input type="checkbox"/> Corporate
<input type="checkbox"/> Educational	<input type="checkbox"/> PSA	<input type="checkbox"/> Other

Production Company Name		
Mailing Address:		
City	State	Zip
Phone :	Fax:	Alternate Phone:
Director		
1 <sup>st</sup> AD		
Producer		
UPM		

**Following the completion of the filming, an authorized representative can be contacted at:**

Representative name	
Permanent Address	
Permanent Phone Number	
E-mail	

**LOCATION MANAGER**

Name	
Cell	
E-mail	

**LOCATION MANAGER'S ASSISTANT(S)**

Name		Cell	

**FILM LOCATIONS & DATES**

Loc #1		Dates		Time	
Loc#2		Dates		Time	
Loc#3		Dates		Time	

**PREPARATION & STRIKE DAYS**

Prep #1		Times		Strike #1		Time	
Prep #2		Times		Strike #2		Time	
Prep #3		Times		Strike #3		Time	

**PRODUCTION VEHICLES**

TYPE	# OF VEHICLES	FEE PER VEHICLE	TOTAL
Production cars		\$6.00	
Crew cars		\$6.00	
Tow cars		\$6.00	
Shuttle Vans		\$30.00	
Trucks		\$30.00	
Buses		\$30.00	
Motor homes		\$30.00	
Trailers		\$30.00	
Generators		\$6.00	
Other			
<b>TOTAL</b>			

**PERSONNEL (Numbers)**

TITLE	# OF PEOPLE
Cast	
Extras	
Crew	
Other(explain)	
<b>TOTAL</b>	

**USES**

<input type="checkbox"/> Interior Dialogue	<input type="checkbox"/> Exterior Dialogue	<input type="checkbox"/> Running Shots
<input type="checkbox"/> Smoke/Fire/Pyro	<input type="checkbox"/> Lane Closures	<input type="checkbox"/> Street Closure
<input type="checkbox"/> Camera on sidewalk	<input type="checkbox"/> Camera on Curb	<input type="checkbox"/> Camera on Street
<input type="checkbox"/> Drive with Flow of Traffic	<input type="checkbox"/> Drive Shots of Car/ Other	<input type="checkbox"/> Tow Shots
<input type="checkbox"/> Police car/Motorcycle	<input type="checkbox"/> Wet Down	<input type="checkbox"/> Other

**SECURITY**

Private Security Company	
Contact person	
Cell phone#	

**SPECIAL EFFECTS OR STUNTS**

<input type="checkbox"/> Smoke/Fire/Pyro	<input type="checkbox"/> Falling/jumping from height	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Animals	<input type="checkbox"/> Simulated Weapons	<input type="checkbox"/> Other

**CANVASING/PERMISSION SIGNATURES**

Canvassing or signatures obtained at the following address(es)	
Please attach "CANVAS FILM FORM"	
Date canvassed	

**POLICE/FIRE NOTIFICATIONS**

Heber City Police notified on		Notified via	
Wasatch County Fire Dept. notified on		Notified via	

**PRODUCTION NEEDS**

<input type="checkbox"/> Barricades	
<input type="checkbox"/> Cones	
<input type="checkbox"/> Public Parking	

**TO BE COMPLETED BY HEBER CITY CORPORATION STAFF**

Insurance approved (date)	
Processing Fee paid (date)	
General terms signed & returned (date)	
Code of Conduct signed & returned (date)	
Heber City Police Notified (date)	
Wasatch County Fire Dept. notified (date)	

**SITE PLAN**

**Include a map indicating placement of vehicles, camera(s), road closure(s), parking, barricades, other.**

**As an appointed representative of the production company, I have read and agree to the terms of filming in Heber City. I understand that I may have filming temporarily shut down if the requirements as set forth are not adhered to either intentionally or unintentionally. I also acknowledge and personally guarantee that I have the power to obligate the filming company to the terms and conditions of the permit.**

Applicant name (please print)	
Applicant Signature	
Company Name	
Location Manager	
Date	

**This portion to be completed by Heber City Corporation**

**FEES**

Administrative Fee	\$45.00 + \$10.00 per day
Car Fee	
Oversized Vehicle Fee	
Barricade Fee	
Cone Fee	
Parking Fee	
Police Fee	
Fire Department Fee	
City Park/ Facility	
City Park/ Facility	
Other	
<b>TOTAL</b>	

Police Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Wasatch County Fire Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Wasatch County Health Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Building Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Business License Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:

**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITEE AGREES TO THE FOLLOWING:**

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by Heber City authorities or the public.
2. Permittee agrees to comply with all applicable Federal, State, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in the permit.
3. In the event that an authorized representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend the permit. Heber City Corporation reserves the right to suspend, cancel, or amend the permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming Heber City Corporation as “additionally insured”, and also as the “certificate holder” during the event with a face value of a minimum of \$2,000,000.00. The permit itself is invalid if a current insurance certificate is not received by Heber City Corporation Business License Dept prior to the date of the event.
5. The permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of Heber City Corporation. Permission to use or occupy any property must be obtained from property owner or controller of such property. A letter(s) of permission must be included with the application.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Permittee agrees to canvass the areas impacted by the filming 48 hours prior to filming. It is preferred that businesses and residents are notified in person, otherwise with flyers. Permittee is responsible for working out any conflicts or negative financial aspects.
8. Parking in any areas designated as “No Parking”, “Loading Zone”, “Emergency Only” or any other “restrictive parking” needs to be designated with the application.
9. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within five (15) feet of either side of a fire hydrant.
10. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
11. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of “handicapped” persons shall remain open and accessible.
12. Driveways and entrances shall allow for accessibility for emergency vehicles.
13. Permittee must comply with Heber City ordinances paying particular attention to the nuisance ordinance; Chapter 8.04-0.030, and the noise ordinance; chapter 9.22.020, prohibiting loud noise between the hours of 10.00 p.m. and 7:00 a.m.

