

FILM PERMIT APPLICATION

A Film Permit Application MUST be completed for any project that takes place on Ogden City property or UDOT property located within Ogden City limits. A formal agreement including rules and regulations will be created upon receipt and approval of the application.

04/02/13

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay or limitations for your project.

Ogden City Corporation reserves the right to deny approval of permit for filming that does not comply with Ogden City ordinances and/or policies.

Name of Film Event:

Start Date:

Please check all items below that apply to your film project. Please provide a detailed explanation under "details" for each item checked. Refer to requirements in each section. This information will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require city support may be assessed fees for services. You will be notified of any fees and they will be payable before your film permit can be issued. If you have questions, please contact the Ogden City Special Events office.

ITEM	DETAILS	Fee
Liability Insurance Complete information below:	Certificate of insurance must be provided. See insurance Attachment A for details.	
Company/Agent: Telephone #: Address: City:	Fax #: State: Zip:	
PROVIDE CERTIFICATE OF INSURANCE NO LESS THAN THREE WEEKS BEFORE EVENT		
Animals	Hand washing stations need to be near areas where participants engage in touching animals. Clean-up after animals is also required.	
Barricades	You must provide your own barricades. See attachment C	
Canopies or Tents (list sizes)	Any tent over 200 sq. feet or canopy over 400 sq. feet will require fire marshal inspection. Also, tents that are heated by propane heaters will also require inspection.	
Fire (candles, heaters, campfire, etc.)	Describe in detail:	
Helicopter or Hot Air Balloon	Please provide detailed plan. Police presence may be required.	
Music Amplification	All projects that involve amplified music must apply for a Noise Ordinance Variance. (Events held at the amphitheater are exempt.)	
Park Reservation	If the project includes use of an Ogden City Park, the park must be reserved by contacting the Ogden City Parks Department at 801-629-8284. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed.	Fees payable to Parks department
Propane gas	Tanks must be secured and may require inspection by the fire marshal. List number and size of tanks:	
Pyrotechnics / Fireworks	Special permits required – Contact fire marshal at 801-629-8070.	

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OGDEN CITY CORPORATION**SPECIAL EVENTS**

2549 Washington Blvd. Suite 912

Ogden, Utah 84401

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Phone: 801-629-8548

Email: specialevents@ogdencity.com

Name of Film Event:**Start Date:**

	Road closure	Please attach a map. A 20 foot open fire lane must be maintained at all times. Signage and barricading must comply with UDOT standards. Closures of state highways (Wall Ave., Washington Blvd, Harrison, etc.) require a UDOT encroachment permit – go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600.	
	Scaffolding	List size(s) of scaffolding (may require fire marshal inspection).	
	Security / Crowd Control	Coordinators must provide their own security. If the police department determines that police presence is necessary or if the coordinator requests police presence, a fee will be assessed.	
	Set construction	Depending on the size of the set, the fire marshal may need to inspect the site. Describe set (size, location, etc.) below:	
	Traffic Control	If traffic control is provided by police a fee will be assessed.	
	Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles	Driving on lawns in parks is prohibited unless special permission has been granted.	
	Other (please list)		

Please describe your project. Attach additional pages if necessary.**Additional Information/ Comments:****WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT**

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**Film Permit Application
Attachment B**

Fee Schedule

Temporary Business License (all events)	\$ 83.00
Vendor One-Day License (each)	5.00
Class "E" Beer License	135.30
Police Support (per officer per hour)	50.00
Parks Personnel (per hour per person)	25.00
Set/remove barricades (per hour)	50.00
Extra trash cans (each)	5.00

Park reservations and deposits vary according to the park that is reserved. Please contact the parks division at 801-629-8284 to reserve a park.

Ogden City does not set or control fees for services provided by the Weber-Morgan Health District, Weber County or other entities outside of Ogden City. Please contact the appropriate agency to determine the amount of applicable fees.

**Film Permit Application
Attachment C**

**Ogden City Corporation
Noise Ordinance Variance Request**

“Special Permit Application”

In order to be granted a temporary permit for relief from provisions of the noise ordinances under Section 12-14-8 of the Ogden Municipal Code, the following information must be submitted to the Mayor for review. Applicant must present adequate proof of either undue hardship, or that the activity will be temporary in duration, no other reasonable alternative is available and noise levels will not constitute a danger to public health, as required under Subsection 12-14-8.D of the ordinance.

Contact Information:

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

DATE(S) PERMIT NEEDED: _____

DURATION OF EVENT: _____

The information requested on the next page must be provided. Please complete the form and attach it to this sheet when submitting application.

Insufficient information may result in summary denial of the permit request. Mayor may impose additional requirements depending upon the nature of the activity.

Please submit request to:

Mayor's Office, Ogden City, 2549 Washington Blvd., Suite 910, Ogden, UT 84401.
Or Fax to 801-629-8123
For more information call 801-629-8111.

- 1. The nature, location and duration of noise source for which application is made, i.e. business or resident name, address, contact information.**
- 2. The reason for which the permit is requested, including hardship that will result if permit is not granted.**
- 3. Level of noise during the period of the permit.**
- 4. Description of interim noise control measures to be taken to minimize noise.**
- 5. Specific schedule of noise control measure that shall be taken to bring source into compliance with ordinance within a reasonable time.**
- 6. Benefits (social, economic, etc.) to the public for granting permit.**
- 7. How the applicant intends to deliver notice to all surrounding businesses or residents with point of contact name and phone number.**