



City of Kirkland

Film Permit Guidelines

A Film Permit Application must be submitted for commercial filming activities taking place within the City of Kirkland. In addition, any filming activity which impacts the normal use of public rights-of-way within the vicinity (i.e., traffic disruptions, noise, evening lighting, etc.) requires a permit.

Filming on private property does not always require a permit; however, if high risk special effects or pyrotechnics are to be used, permits are required.

PERMIT EXCEPTIONS

Filming activities covered by the following categories are exempt from the Film Permit requirement.

News Media - Reporters, photographers or camera persons in the employ of a newspaper, publishing or broadcasting of news events concerning those persons, scenes or occurrences that are in the news and of general public interest; and/or those who are filming or videotaping for use in criminal investigations, civil proceedings, and emergencies such as fires, floods, police actions, etc. This exception does not apply to magazines or documentary programs.

Private Use - When the final product is intended for personal use and there are no right-of-way impacts during filming.

DEADLINES

Permits may be denied due to insufficient time to process the application.

- Complete applications must be submitted no later than fifteen (15) calendar days prior to filming.
- Complete applications must be submitted no later than thirty (30) calendar days prior to filming when traffic disruptions or high-risk special effects are anticipated.

APPLICATION REQUIREMENTS

Incomplete applications will not be processed. A complete application includes:

- Film Permit Application
- Non-Refundable Application Fee
- Daily Permit Fee
- Daily Call Sheet(s)
- Certificate of Insurance (General/Aviation Liability)
- Additional Insured Endorsement (Form CG2012 or CG2026)
- Site Map
- Traffic Control Plan (Required as needed)
- Remote Pilot Airman's Certificate (Required as needed)

FEES

Checks should be made payable to the City of Kirkland. Credit card and cash payments are accepted in person at the cashier's desk with advance notice.

- **Application Fee** - A non-refundable \$100.00 application fee is due at the time of application.
- **Permit Fee** - A \$250.00 daily permit fee is due before the permit will be issued. Once a permit has been issued, permit fees are non-refundable.
- **City Services** - Fees for City services (i.e., off-duty police) will be determined by the city and paid by the Applicant prior to start of filming.

DAILY CALL SHEET/PRODUCTION TIMELINE

A daily call sheet outlining the production schedule and activities is required for each day of filming.

INSURANCE/ENDORSEMENT

The Applicant shall procure and maintain for the duration of the Event, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Event. The policy shall be written on an occurrence basis, shall be written for a period of not less than 24 hours prior to the Event and extending for a period not less than 24 hours following the completion of the Event, and shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City of Kirkland.

Applicant shall procure and maintain for the duration of the Event, general liability insurance covering the Event, participants and contractual liability. The City shall be named as an insured on Applicant's general liability insurance policy. A separate endorsement on form CG 20 26 or CG 20 12 must also be submitted or it will not be accepted. The general liability insurance shall be written with limits no less than \$1 million each occurrence and \$2 million general aggregate.

In addition, when drone operations are planned, Applicant shall procure and maintain, for the duration of the Event, aviation liability insurance. The City shall be named as an insured on Applicant's aviation liability insurance policy. A separate endorsement on form CG 20 26 or CG 20 12 must be submitted or it will not be accepted. The aviation liability insurance shall be written with limits no less than \$1 million each occurrence and \$2 million general aggregate.

The insurance policy shall contain, or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington.

Applicant shall include all subcontractors and concessionaires as additional insured under its policies and upon request shall provide the City with the certificates of insurance and endorsements evidencing such insurance or furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All coverage for subcontractors shall be subject to the same insurance requirements as stated herein for Applicant.

The City of Kirkland does not maintain insurance that will respond to claims against the Applicant arising out of the use of facilities by the Applicant, its member, or those attending the Event. The Applicant shall comply with all relevant ordinances and regulations of the City of Kirkland, state and federal law. The Applicant shall reimburse the City of Kirkland for any damage arising from the use of said facilities.

SITE MAP

Attach a detailed site map showing the following information:

1. Name and date(s) of filming
2. Outline of the entire production area
3. Names of venue (i.e. park, facility, street)
4. 20' emergency lane - **access to structures and fire protection systems must be maintained at all times**
5. Equipment including, but not limited to: filming equipment, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, etc.
6. Include a legend and dimensions of all temporary structures

TRAFFIC CONTROL PLAN (TCP)

When street/sidewalk closures are required, a TCP must be submitted for review and approval by the City. Barricades, traffic cones, directional signage, certified traffic controllers, etc. are required elements of a TCP. Traffic control devices are obtained and positioned by the Applicant. The City of Kirkland does not provide or lend equipment.

Attach a detailed map that includes the following information:

1. Name, Date(s), & Timeframe of film project
2. Name of Venue/Street
3. Traffic Revisions (barricades, cones, signage, etc.)
4. Certified Traffic Controllers

OTHER REQUIREMENTS

INTERNATIONAL FIRE CODE PERMIT (IFC)

An IFC permit is required if any of the following are planned:

- Tents larger than 400 square feet and/or canopies larger than 700 square feet
- Fire Lane access impacts
- Fireworks/Pyrotechnics
- Hazardous/Explosive materials
- Open Flames/Bonfires
- Hot Work (welding, cutting, grinding, brazing, torch down, etc.)
- Fuel Storage (propane tanks, above ground storage tanks, etc.)
- Meets other activity regulated by the IFC and or deemed hazardous by the Fire Marshal

BUSINESS LICENSE

A Kirkland Business License is required for all persons engaging in business within the City with the object of gain, benefit or advantage to the person engaging in that activity, directly or indirectly. Call 425-587-3141 for information.

STAFF CONTACT

Sudie Elkayssi
 Special Projects Coordinator
selkayssi@kirklandwa.gov
 425-587-3347

City of Kirkland
 123 Fifth Avenue
 Kirkland, WA 98033
www.kirklandwa.gov/specialevents
www.explorekirkland.com

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland contact the City’s Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.



City of Kirkland

Film Permit Code of Conduct

When filming in a neighborhood or business district, proper advance notification is to be provided to each merchant or neighbor who is directly impacted. Impacts include, but are not limited to parking impacts, street/sidewalk closures, staging, noise, evening lighting, etc.

The filming notice should include:

- Name of the production
- Name of company
- Contact name & phone number
- Type of production (i.e., feature film, movie of the week, TV pilot, etc.)
- Type of activity and duration (i.e., dates, timeframe of impacts, etc.)
- Name and number of City of Kirkland’s Special Projects Coordinator for complaints

** This Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.*

PRODUCTION COMPANY

Please treat this location, as well as the public, with courtesy by adhering to the following guidelines.

NEIGHBORS & COMMUNITY MEMBERS

If you find this production company is not adhering to the Code of Conduct, please contact the City of Kirkland’s Special Projects Coordinator at (425) 587-3347.

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| <ol style="list-style-type: none">1. Production vehicles arriving on location near a residential area should enter at a time no earlier than that stipulated in the permit, turning off engines as soon as possible – no idling. Cast and crew shall observe designated parking areas.2. When a production pass identifying the employee is issued, every member of the crew shall wear it while on location.3. The removal, moving, or towing of vehicles is prohibited without the express permission of the City of Kirkland or the owner of the vehicle.4. No production vehicles should park in or block driveways without the express permission of the property owner.5. Cast and crew meals should be confined to a designated area. Trash must be disposed of properly.6. Removal, trimming, and/or cutting of vegetation or trees are prohibited unless approved by the City of Kirkland or the property owner. | <ol style="list-style-type: none">7. All signs erected for filming purposes shall be removed at the end of each day unless otherwise stipulated by the Film Permit.8. Members of the cast and crew shall keep noise levels low. Complaints will be referred to the Kirkland Police Department.9. Do not trespass onto private property. Remain within the boundaries of the property that has been permitted for filming.10. Applicant shall remove all garbage and recycling waste from catering, crafts service, construction, strike, and personal trash, etc. from the location at the end of each day.11. The company shall comply at all times with the provisions of the Filming Permit and Code of Conduct. |
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The City of Kirkland appreciates your cooperation!