

## **Production Filming Permit Application**

### **FORM INSTRUCTIONS**

The application form will be available in the City Clerk's office who will receive the form. The steps below are to be followed to assure a quick turnaround for any film production requests.

These instructions are not intended to be used to replace any city ordinance or procedures already in place by the Police, Fire Departments or Administration.

All fees must be collected before a permit can be issued. A log form # will be assigned by the City Clerk's Office. The following departments must be notified the same day a permit has been issued. An e-mail must be sent as well as a copy of the application to the Police, Fire, DPS and Parks & Recreation departments. An E-mail only must be sent to the Mayor, City Administrator and the Economic Development Director.

#### **When receiving / issuing a Permit Application the following steps should be followed:**

1. Accept only a fully filled out and completed form.
2. Review all attachment to ensure they correspond to the requirements.
3. Log date and time permit application was received.
4. If any approvals or research is needed inform the applicant that someone will contact them with –in 48 hours. (2) Business days.
5. If approvals or research is needed send the requested application to the appropriate department.
6. Send an e-mail followed up by a copy of the application to the Police, Fire, DPS and Parks & Recreation departments heads (or designee).
7. Fees must be collected before a permit can be issued.
8. The original application form must be filed in the City Clerk's office.
9. The department heads should make sure that appropriate staff is informed of the filming activity and any support requests are handled.
10. Any additional fees that are needed are to be billed by the appropriate departments.

Questions about the application process can be directed to the Economic Development Director or the City Administrator.

Our goal is to be a film friendly city by providing a quick turnaround for any film production requests.



# City of Allen Park Film Permit Application Form

Log Form # \_\_\_\_\_

Date: \_\_\_\_\_ Origination (employee/dept): \_\_\_\_\_

Employee Name: \_\_\_\_\_

## Copy of Form Sent

- Fire Department       Police Department       DPS  
 Building Inspector       Parks & Rec Department       Other: \_\_\_\_\_

## F-mail Sent

- Mayor       City Administrator       Economic Development Director

Follow-up       NO       YES      Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Issued       NO       YES      Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Filed Completed       NO       YES      Date: \_\_\_\_\_ Signed: \_\_\_\_\_