FILMING/PHOTO PERMIT CHECKLIST
175 East 200 North, St. George, Utah 84770

Complete applications must be submitted to the City forty-five (45) days prior to filming. Applications submitted to the City less than forty-five (45) days will not be accepted by the City.

1. Complete Filming/Photo Permit Application.
2. Detailed Event Site Plan. Must include Street Names, Placement of Barricades, Road/Sidewalk Closures, etc.
3. Proof of Insurance naming the City of St. George as additional insured. Insurance is required when the event is held at a City Facility, Park, Road Closure or Sidewalk Closure. (Please see the example insurance certificate for amounts of coverage and language required to be on the insurance certificate.)
4. Proof of Park Reservation (https://www.sgcity.org/parkreservations/) or City Facility Reservation, if applicable.
5. Encroachment Permit Application and Plan. Submit online application https://www.sgcity.org/encroachment/ (Required for Road/Sidewalk Closures, 435-627-4058)
6. Written Authorization from the Property Owner when filming on Private Property.
7. City Use Agreement (Is required for the use of all City properties. City will provide the Agreement when film permit is approved.)
8. Applicable Fees.
9. Other Requirements: ________________________________________________________________

Review Process Information

The applicant will be contacted by the City with comments/concerns. Comments/concerns of the City must be resolved by the applicant prior to the City Manager approving the Film/Photo Permit. Questions, please contact Emilie Pinkelman at 435-627-4712 or by e-mail at events@sgcity.org or emilie.pinkelman@sgcity.org.
**FILMING/PHOTO PERMIT APPLICATION**

City of St. George Special Events  
175 East 200 North  
St. George, UT 84770  

Phone: 435-627-4712  
E-mail: events@sgcity.org

**PROJECT TITLE:**

Applicant’s Name/Location Mgr:

Production Company:

Mailing Address:

City, State, Zip:

Day Phone:  
Cell/Other:

E-mail:

**ONSITE CONTACT (if different than applicant):**

Alternate Contact:  
Day Phone:  
Cell/Other:  
E-mail:

**LOCATION/TYPE** One application and processing fee per three (3) locations. List all three. Provide description.

A:  
B:  
C:

**Type of Production (check all that apply):**

- TV Movie  
- Commercial  
- Short Film  
- TV Series  
- Infomercial  
- PSA  
- Feature Film  
- TV Special  
- Educational  
- Still Photography  
- Reality TV  
- Industrial  
- Student Film  
- Documentary  
- Corporate

**PROJECT DATES**

<table>
<thead>
<tr>
<th>Shooting Date(s):</th>
<th>Start time</th>
<th>End time</th>
<th>Is this a recurring event?</th>
<th>If yes; daily, weekly or other?</th>
</tr>
</thead>
</table>

**CANVASSING & PERMISSION SIGNATURES**

You must provide written notification and collect signatures of all residents and businesses affected by filming.

Date(s) Canvassing:

Area Canvassed:

Please send/attach copy of signatures to the Special Events office  
by mail: 175 E. 200 N., St. George, UT 84770  
-OR-  
by email: events@sgcity.org  

Page 1 of 6
ROAD USE
☐ Road Closure (include details on site map) St. George Public Works
Location/Description: (435) 627-4058
☐ Sidewalk Use (include details on site map)
Location/Description:
☐ ITC - Intermittent Traffic Closure (include details on site map) St. George Police Dept.
Location/Description: (435) 627-4367
☐ Barricades (must obtain privately)
Location/Description:

STAFFING/SECURITY
# of cast: ______ # of crew: ______ # of extras: ______ Total # of staff at location: ______
☐ Private Security Hired Company Name: ______________________ Total # of Sec. Personnel: ______
☐ Off-Duty SGPD Police Officer (for additional security) # of officers: ______ SGPD, Capt. Spragg (435) 627-4367

LOGISTICS
SHOT TYPES
☐ Interior dialogue
☐ Special lighting
☐ Camera on sidewalk
☐ Camera on curb/in gutter
☐ Driving shot
☐ Tow shot
☐ Banners/Balloons
☐ Falling/Jumping from heights
☐ Smoke/Fire/Pyro
Description:
☐ Exterior dialogue
☐ Amplified sound
☐ Camera on street
☐ Running shots
☐ Driving shot from car
☐ Lane closure (see “Road Use” section)
☐ Animals/Rides
☐ Simulated weapons or gunfire

EQUIPMENT ON LOCATION
☐ Cast/Crew Vehicles #______
☐ Camera Cars #______
☐ RVs #______
☐ Portapotties #______
☐ Cranes #______
☐ Shuttle Vans #______
☐ Buses #______
☐ Semi Trucks #______
☐ Scissor Lifts #______
☐ Generators #______

MISCELLANEOUS
☐ Tents/Pop-Up Canopies #______ Dimensions: ____________________ SGFD Deputy Chief Taylor (435) 627-4153
☐ Temporary Structures #______ Dimensions: ____________________
☐ Other Comments:

PERMIT FEE: $75.00 per day.
Total: $____________ (payable to: City of St. George – Attn: Special Events, 175 East 200 North, St. George, UT 84770)

By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or revocation of the Permit. The applicant agrees to pay additional fees as required for the use of City Services and Facilities.

Applicant’s Name [PRINT]                      Applicant’s Signature                      Date
**SCENE / SETUP SUMMARY**

PLEASE SUMMARIZE YOUR SCENE & FILMING SETUP IN DETAIL.
*Please include any elements of your event that will help our review committee.*

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s):</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Location:**

**Date(s):**

**Start time:**

**End time:**
CITY OF ST. GEORGE FILMING / PHOTO PERMIT APPLICATION

DETAILED SITE MAP

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE.

Your map should include:

• The names of streets, placement of barricades, road closures, ITC, etc.
• Placement of equipment, cast and crew
• Parking areas for all vehicles, cast, crew and extras
• Specifics for road closures, ITC, meters, barricades, etc.

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s):</td>
</tr>
<tr>
<td>-----------</td>
</tr>
</tbody>
</table>

PAGE 4 of 6
All questions must be answered completely or application will not be considered. Please allow TEN (10) days for approval. Together with this application, please provide a written Security Plan including names of all security personnel.

**FILMING/PHOTO Project Title:**

- **Event Location:**
- **Type of Event:**
- **Date of Event:**
- **Hours of Event:**
- **Number of Expected Attendance:**
- **Occupancy Load:**
- **Name of Applicant:**
- **Address:**
- **Day Phone:**
- **Cell/Other:**
- **E-mail:**

- Security Personnel must be 21 years old or older;
- A Security Director must be onsite at all times with a cell phone;
- Shirts or Vests must look the same. “SECURITY” must be stated on the shirt or vest so it is visible to the public and the Police Department.

**Please check applicable Security:**
The following will allow for the calculation of security required. The calculations will change depending on the type of event.

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Number of Security Officers Required</th>
<th>Number of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officers</td>
<td>2 Police Officers per</td>
<td>1 to 300 People</td>
</tr>
<tr>
<td>Security Officers in Uniform</td>
<td>3 Security Officers per</td>
<td>1 to 300 People</td>
</tr>
<tr>
<td>Private Citizens in Security Shirts or Vests</td>
<td>4 Private Citizens per</td>
<td>1 to 300 People</td>
</tr>
</tbody>
</table>

**Name of On-site Security Director:** _______________________________  **Cell Number:** ______________

**E-mail:** ___________________________________________________________

**Comments:** ________________________________________________________

I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of the Special Event Permit. I also understand that the Police Department may require additional information as permitted by Ordinance, and also agree to supply the same.

**Applicant Signature:** _______________________________  **Date:** ________________________
1. Please list the names of the security personnel, age, and cell phone number:

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Age</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Please indicate the number of security personnel that will be roaming on the premises of the event: ____________.

3. Please provide a detailed Security Plan:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. Please mark on the site plan the locations of each security person: