



ON LOCATION FILM PERMIT APPLICATION

Welcome to Casa Grande, Arizona! Thank you for choosing to locate your production here. Casa Grande is a city that welcomes filming and looks forward to working with you throughout the permitting process. Our city staff is available to assist you with your permit needs, while the Visitor's Bureau, [Experience Casa Grande](#), can assist in identifying local production resources, procurement of hotel accommodation and location scouting.

We understand that production may take place within a short planning timeframe and may involve a few locations that include public and private property. Proper permissions must be granted by private property owners when filming is to occur on non-city-owned land/property.

To address the wide range of production activities and locations, the following information has been assembled to assist you in obtaining the proper authorization to film in the Casa Grande area. A pre-application meeting with the Planning & Development Department is required and may be held via phone call, Zoom meeting, or in person.

- ❖ Please provide **at least seven business days** to process the film application.
- ❖ The production company listed on the application is the legal and responsible party. The authorized agent is the individual who will serve as the primary contact for all communication, requirements, and authorizations from the city of Casa Grande. The production company recognizes the authorized agent's ability to make operational and financial decisions on behalf of the production company.
- ❖ If your production takes place at locations that are not within the city limits, please contact those jurisdictions directly. Filming on roadways and properties controlled by Arizona Department of Transportation (ADOT) require a separate film permit. You can obtain an ADOT film permit application at www.azdot.gov/business/permits/film-permits.
- ❖ Any filming within the Casa Grande area requires a **Certificate of Insurance for general liability showing combined single limit coverage for bodily injury and property damage for no less than \$1,000,000, and Workers Compensation Insurance-statutory limits** naming the "City of Casa Grande" as additional insured. The following information must be in the certificate holder's box: City of Casa Grande, 510 E Florence Blvd., Casa Grande, AZ 85122.
- ❖ Production companies and their agents must comply with all applicable Federal, State, and local laws, regulations and ordinances, including but not limited to regulations established by the Federal Aviation Administration for the use of drones. Production companies and their agents must also obtain and keep in effect all permits and licenses required to conduct the requested activities.

- ❖ A \$50 non-refundable [Administrative Review](#) permit fee is due before filming may begin. The City of Casa Grande offices are open Monday – Friday, 8:00 a.m. to 5:00 p.m. and accept all major credit cards.
- ❖ Submit your application to:

Planning & Development | 510 E. Florence Blvd. | Casa Grande | AZ, 85122
Phone (520) 421-8630
Email: CGPlanning@CasaGrandeAZ.gov



**CITY OF
CASA GRANDE
STRONGER UNITED**

On Location Film Permit Application

Project Name: _____

Company: _____

Authorized Agent: _____ Title: _____

Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

Local Address: _____

Local Phone: _____ Local Fax: _____

Phone: _____ Email Address: _____

Insurance Company (Liability): _____ Phone: _____

Address: _____

Insurance Company (Work Comp): _____ Phone: _____

Address: _____

Production Name: _____

Night Work: Yes No

Film Type:

Feature Commercial Video Still Photography Other: _____

Estimated Arrival Date: _____ Estimated Departure Date: _____

Estimated Prep Days: _____ Estimated Production Days: _____

Estimated Strike Days: _____ Estimated Number of Cast and Crew: _____

Scheduled Air Date(s): _____

Locations (include estimated dates):

Location: _____ Estimated Dates: _____

Description of Activities (Scripts, synopsis, storyboards, etc. may be attached to supplement this application):

Will pyrotechnics or special effects used: _____ If yes, Technician: _____
License #: _____ State: _____ Phone: _____
Address _____

Description of Pyrotechnics/Special Effects:

Note: all pyrotechnics/special effect activity is subject to review by the Fire Department and may require a separate permit.

Will any weapons be used? _____ If yes, please describe below.

Will street closures or traffic control be needed? _____ If yes, please list below.

Address(es) _____ Date(s) _____ Time(s) _____

Estimated # of Vehicles: _____ Type/Description: _____

Estimated Equipment List: _____ #/Type/Description: _____

Will parking space be needed for company vehicle and/or equipment? _____

Will you be erecting temporary structures/remodeling existing structure(s)? _____

If yes, please describe:

Note: Construction or remodeling of structures, temporary wiring, etc. may require inspection and permit by the Building Safety Department.

Please list any other pertinent information:

Acknowledgment

I hereby state that the above information provided is complete and accurate; no false or misleading information has been given. All schedules and requests are reliable to the best of my knowledge, and I have full authority to represent the applicant/production company and project described herein. By signing this application, I agree to accept the general insurance requirements as described on page one and agree to adhere to the requirements set forth.

The applicant assumes all legal and financial responsibility for the filming activity and agrees to defend, indemnify, and hold harmless the City of Casa Grande, its agents, directors, representatives, officers, officials, and employees, from and against any and all claims, actions, damages, losses, liabilities, costs, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of bodily injury or death of any person or tangible or intangible property damage caused or alleged to be caused, in whole or in part, by the negligence or willful acts, or omissions of the applicant, any of its directors, officers, agents, employees, or volunteers, or its contractor or subcontractors. This indemnity includes any claim or amount arising out of or recovered under Workers' Compensation Law or arising out of the applicant's failure to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. The applicant is not responsible for claims arising solely from ADOT's negligence or willful acts of omissions.

I have read and understand all the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the On Location Film Permit is not transferable to any other individual or group.

Authorized Agent

Date

Submit your application to:

Planning & Development | 501 E. Florence Blvd. | Casa Grande | AZ, 85122

Phone (520) 421-8630 x3350

Contact Michelle Hall at

Email: Michelle_Hall@CasaGrandeAZ.gov

FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS SPACE

Date Received: _____

Permit #: _____

Permit Fee: _____

Issue Date: _____

Date Paid: _____

Expiration Date: _____

City Approval: