



Application for Filming Permit
Application Fee is Non-Refundable
Fee per Master Fee Schedule
Must be received 30-day prior to filming

Section 1: Applicant Information (OHMC 5.51.030)

Applicant Name/Production Company:

Project Title:

Authorized or Responsible person for film production and contact information:

Production Manager name and contact information:

Location Manager name and contact information:

Publicist name and contact information:

Date and Time(s) the preparation, filming, and cleanup are to take place:

The approximate number of persons and vehicles involved in the production:

The exact locations to be used for filing, staging, and preparation:

The type and nature of any firearms, dangerous materials, animals, special effects or low flying aircraft required for the project:

A traffic control plan or pedestrian plan, if necessary, must be attached

- Traffic control or pedestrian plan attached
-

Physical and Mailing Address for Applicant/Production Company:

Business phone number:

Business email:

Contractor License Number, if applicable:

Section 2: Filming Agreement Required (OHMC 5.51.020)

Permit and Filming Agreement Required. Any person seeking to engage in, participate in, aid, form or start any film production intended for commercial sale or distribution shall first obtain a permit under this chapter and execute a filming agreement with the city. Permit fees are charged on a daily basis.

- Filming Agreement attached.

Section 3: Certificate of Insurance Required (OHMC 5.51.030 (4))

No permit to film shall be issued until the permittee files with the city clerk a certificate of insurance naming the city of Oak Harbor as an additional insured, and an endorsement for general liability in the amount acceptable to the city attorney. The city of Oak Harbor, its corporate authorities, elected officials, officers, attorneys, employees and agents shall be made additional insured with respect to any and all claims which arise out of or are in any way related to the operations of the film production company while present in the city of Oak Harbor.

- Certificate of Insurance attached.

Section 4: Hold Harmless Agreement (OHMC 5.51.060)

The permittee shall indemnify and hold harmless the city of Oak Harbor, its officers, elected officials, agents, employees and volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses (including attorney’s fees), damages and liabilities claimed by any person, organization, association or otherwise arising from or relating to any act or omission of the permittee, its agents, contractors or employees under this agreement. The permittee further waives, with respect to the city of Oak Harbor only, its immunity under RCW Title 51, Industrial Insurance. The indemnification provided for in this permit shall survive any termination or expiration of this agreement. Failure of the permittee to comply with the terms of the city of Oak Harbor’s permit as described may result in revocation of the permit.

Section 5: Acknowledgement of OHMC 5.51

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.51. The above information is true and correct and provided for the purpose of obtaining the Filming Permit under Chapter 5.51 of the Oak Harbor Municipal Code. I hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

Applicant Signature

Date

Section 6: Processing Instructions for Filming Permit

- **Step 1:** Complete application and pay application fee and deposit of daily permit fee for the estimated time of filming and estimated cost of service by City forces paid at time of application per the Master Fee Schedule.
- **Step 2:** The Finance/Utilities Department will transmit to the City Departments for review.
- **Step 3:** Finance Director receives recommendations/comments from the Director of Public Works, Police Chief, City Engineer, Building Official, and the Fire Chief, and City Administrator.
- **Step 4:** Finance Director will then approve, conditionally approve, or deny the application. You will be notified by Finance Department of the decision via email.

SECTIONS 7 - 13 -- INTERNAL USE ONLY

Section 7: Director of Public Works Received and Transmitted (OHMC 5.51.030)

Director of Public Works

Date

Section 8: Police Chief Investigation and Recommendations (OHMC 5.51.030)

Police Chief

Date

Section 9: City Engineer Investigation and Recommendations (OHMC 5.51.030)

City Engineer

Date

Section 10: Building Official Investigation and Recommendations (OHMC 5.51.030)

Building Official

Date

Section 11: Fire Chief Investigation and Recommendations (OHMC 5.51.030)

Fire Chief

Date

Section 12: City Administrator Investigation and Recommendations (OHMC 5.51.030)

City Administrator

Date

Section 13: Finance Director Investigation and Recommendations (OHMC 5.51.030)

Conditions set by Finance Director (if any) using standards codified in OHMC 5.51:

Approval/Denial Date	Fees Paid	Certificate of Insurance Date

Finance Director or Designee

Date

- Request Public Hearing per OHMC 5.51.100**

Contact the Finance/Utilities Department with questions at utilities@oakharbor.org or 360-279-4530.