



511 Main St. | PO Box 130 | Idaho City, ID 83631  
Phone (208) 392-4584  
[www.idahocity.municipalimpact.com](http://www.idahocity.municipalimpact.com)  
[idahocityclerk@cityofic.org](mailto:idahocityclerk@cityofic.org) | [idahocityoffice@cityofic.org](mailto:idahocityoffice@cityofic.org)

# APPLICATION FOR FILM PERMIT

Application Fee: \$27.00  
☐ Cash ☐ Check ☐ Credit  
Receipt #:

Date of Application: \_\_\_\_\_

Project Type: ☐ Film ☐ TV ☐ Commercial ☐ Music Video ☐ Industrial ☐ Student *\*(must have valid student ID)*

Filming Timeline: \_\_\_\_\_ Estimated # of Production Days: \_\_\_\_\_

Company Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
(City, State, Zip)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ On-set Phone: \_\_\_\_\_

Producer Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

Shooting Schedule By Location *(please attach additional sheet if necessary)*

Date	Location (list streets/sidewalks to be used for filming and vehicle staging)	Start Time	End Time

Describe Scenes *(Please attach additional sheet if necessary)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any of the following occur during filming?

Simulated Gunfire	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pyrotechnics	<input type="checkbox"/> Yes <input type="checkbox"/> No
Live Burn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Animal Use	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child Actors	<input type="checkbox"/> Yes <input type="checkbox"/> No	Aircraft Use	<input type="checkbox"/> Yes <input type="checkbox"/> No

Will you be using any of the following equipment?

Jib Arm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dolly Track	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your production crew require: Temporary Street Closure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time of Closure	
Traffic Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time Needed	
Pedestrian Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time Needed	

*Please note that police must be present for road closures and traffic/pedestrian control; the City Clerk's Office will coordinate with the appropriate department.*

Estimated Number of Cast & Crew:

Estimates Number of Vehicles:

Personal Cars:

Equipment Trucks:

Passenger Vans:

Camera Cars:

Picture Cars:

Motorhomes:

Dressing Rooms:

Other Vehicles (please describe):

**Application Guidelines** *\*(Please also see the Idaho City Filming Permit Guidelines)*

The producer agrees to pay in full the cost of repair for any damage to public or private property as a result of production activities.

The producer agrees to pay in full the costs, as appropriate, of any parking enforcement, police or fire department or other City/Village/County personnel utilized in conjunction with the location shoot at the established rate, determined on a case-by-case basis.

Contact the City Clerk's Office for any appropriate fees for your production.

The producer agrees to obtain permits, when appropriate, from governmental institutions affected by the production.

Producer Signature:

Date:

**Instructions**

Please attach a certificate of insurance naming the City of Idaho City as an additional insured in the amount of \$1,000,000 general liability, and \$1,000,000 bodily injury, property damage and automobile liability.

This is an application only and must be submitted with \$27.00 application fee made payable to City of Idaho City and required insurance documents prior to approval. *(\*No fee for student filming provided proof has been supplied)*

Send completed applications to Nancy Ptak at [idahocityclerk@cityofic.org](mailto:idahocityclerk@cityofic.org) PO Box 130, Idaho City, ID 83631.  
Or hand deliver to 511 Main St., Idaho City, ID

Thank you for considering Idaho City as your filming backdrop.

Questions regarding these guidelines should be directed to the city clerk's office: 208-392-4584 or  
[idahocityclerk@cityofic.org](mailto:idahocityclerk@cityofic.org) | [idahocityoffice@cityofic.org](mailto:idahocityoffice@cityofic.org)