



Film Permit and Application Fees Justification

Anyone wishing to obtain permission to film on city property for a commercial purpose must submit a Film Permit application and Certificate of Insurance. Fees for such permitting are related to three categories: 1) A film permit application fee of \$50.00 for City of Tempe staff time related to reviewing the film permit application and certificate of insurance; 2) A film permit fee of \$25.00 per day for the issuing and monitoring of the permit; and 3) A late application fee of \$100.00 for the expedited processing of a film permit request, submitted within 7 days prior to the scheduled start date for the filming activity.

Application Review and Approval:

The process for reviewing and approving the film permit application and certificate of insurance is estimated to take two (2) hours of a Senior Recreation Coordinator's (SRA) time per application. This includes having to check for availability of location requests.

Permit Issuance:

The process for issuing the film permit is estimated to take 30 minutes of an Administrative Assistant II's (AAll) time per application. This includes invoicing, payment transaction, and issuance of permit.

Permit Monitoring:

The film permit will require an SRA to monitor and provide on-site support during filming activity. It is estimated that this will occur for a total of 30 minutes per day.

Late fee:

An SRA will be responsible to expedite the review and approval process of a late (within 7 days of filming activity) film permit application. This is estimated to take one (1) hour. An AAll will be responsible to expedite the invoicing, payment transaction, and issuing of a film permit. This is estimated to take thirty (30) minutes.