



Film permit APPLICATION PACKET

DEAR APPLICANT:

This packet of information is designed to assist you with the film permitting process for Santa Fe County. As per Santa Fe County Ordinance No. 2010-6, a permit is required to stage, make, strike, film or video record commercial motion pictures, television shows, programs and commercials, including magazine or documentary programs and still photography productions within Santa Fe County.

Please refer to the **FILM PERMIT Checklist, attached, for information on fees and an outline of ordinance requirements.**

Fees must be paid at the time of application.

TIME FRAME:

County ordinance requires that permit applications for filming in Santa Fe County be submitted either ten or fifteen working days prior to commencement of film activity. Some activities require pre-approval by other County departments or external agencies. Be advised that it is up to the Applicant to obtain the needed pre-approvals. **Plan ahead when filming in Santa Fe County to avoid unnecessary delays.**

LOCATION INFORMATION:

Dependant on the nature of the film activity, specific information is required by Santa Fe County. If private, county, or State roadways are affected, the Applicant must obtain pre-approvals from the owner/operator of the roadway. Any proposed conflagration must be pre-approved by the County Fire Marshall. In most cases, notarized approval of the property owner where the filmmaking will occur must be submitted together with the Application.

WHERE IS A FILM PERMIT PACKET SUBMITTED AND APPROVED?

The Santa Fe County Land Use Department located at 102 Grant Avenue in downtown Santa Fe, is where a complete Application is to be submitted.

Upon a finding by the Land Use Administrator that the Applicant has complied with all submittal requirements necessary for filming or photographing in the County, a Film Permit will be issued.

SANTA FE COUNTY FILM PERMIT

PRODUCTION TITLE: _____

DATE: _____

APPLICANT NAME: _____ TITLE: _____

COMPANY ADDRESS (LOCAL): _____

PERMIT #: _____

CITY: _____

STATE: _____

ZIP: _____

FEE: _____

Expiration Date: _____

APPLICANT PHONE #: _____

COMPANY PHONE #: _____

1. Production Company	Permanent Address	City	State	Zip
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2. Production Manager	Phone	Ext.	3. Location Manager	Phone	Ext.
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4. Production Type: _____

5. Locations – Be Specific (i.e. road numbers, highway numbers, mile markers) – List additional locations on a separate piece of paper.

Location 1: _____ Private Property YES NO

Location 2: _____ Private Property YES NO

6. Dates of Filming		Approximate Times (From – To)	
Location 1	Location 2	Location 1	Location 2

7. Summarize scene(s) to be filmed:

Will County roads be used? YES NO Street Closure YES NO Traffic Control YES NO Animals YES NO
 Extraordinary Scenes (i.e. use of aircraft, use of firearms, use of fire and/or explosives) YES NO Children YES NO
 EXPLAIN YES ANSWERS IN DETAIL

8. Construction YES NO If YES, is construction PERMANENT TEMPORARY? If PERMANENT, attach county building permit.

IF YES, DESCRIBE TYPE OF CONSTRUCTION:

9. Will there be any significant disturbance of terrain or vegetation? YES NO If YES, describe your reclamation plans.

10. Night Filming? YES NO If YES, describe below.

11. Extraordinary Noise (over 55 decibels)? YES NO

12. Indicate Number of Vehicles

13. Number of Personnel

Trucks: _____ Dressing Rooms: _____ Vans: _____ Buses: _____ Generator: _____ Cars: _____ Picture Vehicle: _____

Crew: _____ Cast: _____

14. Do you have a disposal plan for solid waste? YES NO If YES, describe.

15. Insurance? YES

Company: _____ Type of coverage: _____ Coverage Amount (\$): _____

16. County Sheriff Approval:

17. County Fire Department Approval:

By: _____ Date: _____

By: _____ Date: _____

18. County Land Use Department Approval:

19. Applicant Signature:

By: _____ Date: _____

By: _____ Date: _____

Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before said use. If staging at an alternate location(s) please indicated and provide permission from owner.



FILM PERMIT CHECKLIST

Production Title: _____

Application Reviewed By: _____ Date: _____

Complete: YES NO I, _____ hereby acknowledge my application is incomplete.

Approved: YES NO

The following information must be provided prior to issuance of a Film Permit:

Type of Production:

- Major (cast and crew exceed 15)
- Small Scale
- Episodic (series based solely in SF County)

Major Production FEES:

- \$100.00 Application
- \$150.00 Base Fee
- \$15.00 per day (after 1st five days)
- \$300.00 (thirty days cap)
- \$10.00 per day fee (after exceeding cap)

Total Fees: _____

Small Scale Production FEES:

- \$100.00 Application
- \$75.00 Base Fee
- \$15.00 per day (after 1st five days)
- \$225.00 (thirty day cap)
- \$10.00 per day fee (after exceeding cap)

Total Fees: _____

Episodic Production FEES:

- \$100.00 Application
- \$225.00 Monthly
- Number of months: _____

Total Fees: _____

SUBMITTAL TIMING REQUIREMENTS:

- TEN WORKING DAYS Prior, no traffic or safety impacts
- FIFTEEN WORKING DAYS Prior, w/traffic and/or safety impacts

Application Requirements:

- Film Permit Application
- Written Approval of Property Owner, notarized.
- Certificate of Insurance
- Agreement to Acknowledge SF County in Film Credits
- Agreement to Dismantle
- Filming in Roadway:
 - Notarized Consent from Property Owner-private road
 - Written **pre-approval** by County Public Works for work in SF County R/W. **Must accompany application**
 - Notification (if Applicable) NMDOT, County DPW; County Sheriff; State Police. Must include proof of notification, responses, traffic control requirements. **Must accompany application**
- Animal List
- Vehicle List, include aircraft
- Children
- Pyrotechnics/effects
 - Yes No
 - Proof of **pre-approval** of SF County Fire, **Must accompany application**
 - Explanation of all steps taken to comply with Fire requirements
- Indemnification Agreement
- Performance deposit/surety bond Amount: _____

Drawings/Schematics Required:

- Site Plan
 - Location of all staging areas
 - Location of lighting (night filming only)
 - Location of proposed structures
 - Location of any grading activity
 - Location of trash receptacles
 - Location of sanitary facilities
 - Location of traffic control devices

NOTE:

If pre-approval of other agencies or departments is required, additional information may be needed to facilitate review and approval by these agencies and/or departments.

Exemptions (no permit required):

- News Media activity
- Personal Use Filming
- Charitable Films
- Still productions (less than 10 Participants)
- Government Access Films
- Filming Inside Media District
- Student Films
- Filming within sound stage or studio having valid Business License

Contact Phone Numbers:

Fire: 505.995.6523
 Sheriff: 505.986.2400
 NMDOT: 505.827.5525
 Land Use: 505.986.6223

Robert A. Garcia
Sheriff
986-2455
ragarcia@co.santa-fe.nm.us



Ron Madrid
Undersheriff
986-2455
rmadrid@co.santa-fe.nm.us

35 Camino Justicia – Santa Fe, New Mexico 87508

Procedures for Utilizing the Sheriff's Office Deputies

- The Santa Fe County Sheriff's Office charges \$65.00 per hour per Deputy.
- The Santa Fe County Sheriff's Office must be paid in full before work is to begin.
- Any last minute changes to the agreement can only be approved by the Santa Fe County Sheriff's Office administration.
- The Santa Fe County Sheriff's Office must receive a written notice of intent 2 weeks prior to the date of request. The written notice must give dates, times, locations and a traffic plan must be attached if any State or County road is used or obstructed.
- If it is determined that traffic will be stopped it will be for a MAXIMUM of 15 minutes. This cannot be waived by the Deputies on the assignment.
- Traffic closures of longer than 15 minutes will require approval of the Sheriff.
- Traffic closures will require a minimum of 2 Deputies. More Deputies may be required per the traffic plan.
- Private Security companies cannot be used to manage traffic on State or County Roads. Alternate Law Enforcement Agencies are the New Mexico State Police, Municipal Police Departments within their jurisdictions and Tribal Police Departments within their jurisdictions.
- No Deputies will work Holy Week (Easter Weekend) or the second week in September (Fiesta Weekend). This is due to ongoing yearly commitments.
- The Santa Fe County Sheriff's Office will not close any state roads or highways you must contact State Police for permission to do so.

- Contact for the Santa Fe County Sheriff's Office is
Judy Gurulé-Administrative Assistant
jencinias@santafecounty.org
505-986-2402

**SANTA FE COUNTY
INDEMNIFICATION AGREEMENT**

_____, the Applicant, acting through its authorized agent, _____ agrees to defend, protect, indemnify and hold Santa Fe County harmless from any and all suits, claims, damages, liabilities or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under this film/photography permit or resulting from the filming/photography to be held on _____, _____ at _____ am/pm on the following premises (hereafter "Premises"): _____

_____. In addition, the Applicant specifically agrees to defend, protect, indemnify and hold Santa Fe County harmless from any and all suits, claims, damages, demands, liabilities or losses, including attorney fees and costs, brought, made or claimed by the owner of the premises, or the owner's heirs, successors, or assigns, arising from the Applicant's use of the premises.

Authorized Agent

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STATE OF NEW MEXICO    }  
                                          }  
COUNTY OF SANTA FE        }

The foregoing Indemnification Agreement was subscribed and sworn before me this  
day of \_\_\_\_\_, \_\_\_\_\_,  
by \_\_\_\_\_,  
the Authorized Agent for \_\_\_\_\_, the Applicant.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SANTA FE COUNTY  
ACKNOWLEDGEMENT AGREEMENT**

\_\_\_\_\_, the Applicant, acting through its authorized agent, \_\_\_\_\_ agrees to add the following statement to the productions credits of any film as defined in Santa Fe County Ordinance No. 2010-6:

**FILMED IN SANTA FE COUNTY, NEW MEXICO**

\_\_\_\_\_  
Authorized Agent

~~~~~

STATE OF NEW MEXICO }
 }
COUNTY OF SANTA FE }

The foregoing Acknowledgement Agreement was subscribed and sworn before me this _____ day of _____, _____, by _____, the Authorized Agent for _____, the Applicant.

Notary Public

My Commission Expires: _____

**SANTA FE COUNTY
DISMANTLE AGREEMENT**

_____, the Applicant, acting through its authorized agent, _____ agrees to dismantle all props, store fronts, roads, and structures within 30 days of the expiration of the Film Permit, and further agrees to restore disturbed areas to their original condition. I further understand that failure to do so may result in the issuance of a Notice of Violation for unpermitted development.

Authorized Agent

~~~~~

STATE OF NEW MEXICO    }  
                                          }  
COUNTY OF SANTA FE        }

The foregoing Dismantle Agreement was subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, the Authorized Agent for \_\_\_\_\_, the Applicant.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

**ON LOCATION EXPENSES**

Santa Fe County would like to track revenue generated from filming in our community, with your cooperation we can garner support for the film industry. Thank you for your cooperation.

Please complete the following and return to:

Santa Fe County Film Liaison, 102 Grant Avenue, Santa Fe, NM 87504-0276.

**PRODUCTION TITLE:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FILMING DATES:** \_\_\_\_\_ **PREP DATES:** \_\_\_\_\_

**1. Hotel Rooms Days:** \_\_\_\_\_ \$ \_\_\_\_\_

**2. Local Production Crew:** \_\_\_\_\_ (# of local hires) \$ \_\_\_\_\_

**3. Local Stage Rental** \$ \_\_\_\_\_

**4. Local Equipment Rental** \$ \_\_\_\_\_

**5. Local Video Post Facilities** \$ \_\_\_\_\_

**6. Estimated per day expenditure:** \$ \_\_\_\_\_