



Filming Permit Application Instructions and Processing Requirements

- Fill out the Filming Permit Application and attach any additional information needed to clarify your request.
- Your application should be submitted to Amanda Baker no later than **ten (10) business days prior to your filming activity** in order for the city to have sufficient time for processing. Please submit your application and insurance certificate to:
 - Payson City
 - Attn: Amanda Baker
 - 439 W. Utah Avenue
 - Payson, UT 84651
 - or fax to 801-465-5208
- **A \$50 Review Fee** is due and payable at the time the application is submitted. Payment may be made with major credit card, debit card, cash, or check. **Please make checks payable to Payson City Corporation. A \$3 fee will apply for credit and debit card transactions.**
- You must obtain a **commercial general liability insurance policy naming Payson City Corporation as "additionally insured" and also as the "certificate holder" during the event with a face value of a minimum coverage of \$2,000,000.00 per occurrence, and \$3,000,000.00 general aggregate.** Although you may receive your permit outlining your conditions, the permit itself is invalid if a current insurance certificate is not received and approved prior to the date of the filming.
- Your Filming Permit Application will be assigned a permit number and circulated within the necessary Payson City departments and/or outside agencies for review.
- You must have your signed permit on site during filming and obey the Filming Permit conditions imposed by Payson City.