Issaquah Film Manual

Process Overview 2
Ready to get Started? 2
Permit Types 2
Free Film Project Information Form (Low-impact Filming) 2
Special Event Permit (High Impact Filming) 3
Lead time requirements: 3
Fees 3
Low-Impact Filmmaking Permit Fees 3
High-Impact Filmmaking Permit Fees 4
Fee Waivers 4
Additional Costs 4
Requirements for Filming Insurance 4
Student Filmmakers 4
Business License 4
Community Notification 5
Location Availability 5
Filming in Residential Areas 5
Filming in Issaquah Parks 5
Off-Trail Filming and Protected Parks 5
Sports Field Use 5
Filming on Issaquah Streets and Sidewalks 6
Other Property Owners 6
Proof of Permit 6
Exempt Production Types 7
Roving Production 7
Drone Use 7
Ready to get Started? 8

The City of Issaquah issues permits and approvals for the filming of feature films, short films, commercials, documentaries, student projects, television and web programming, music videos, commercial still photography, public service announcements, and other filming/photography projects on public land within the City of Issaquah, including streets and parklands.

All the information you need for a successful shoot in the City of Issaquah can be found below in this Film Manual. This includes information about insurance coverage, parking reservations, parks use, police hires, and much more. This manual is meant as a general guide only. For specific requirements related to your production, please contact the Issaquah Arts Department.

- PHONE – 425-837-3024
- EMAIL – AmyD@issaquahwa.gov
- WEB – https://www.issaquahwa.gov/258/Arts-Culture

Process Overview

1. Obtain your filming permit or approval, as applicable. Submit a free Film Project Information Form for most low-impact productions. Productions requiring street closures, exclusive use of public space, police or fire oversight will require a Special Event Permit, which is subject to longer review and fees.
2. Obtain any other City approvals needed for the exclusive use of City of Issaquah property and pay fees, if applicable. For example, park reservations may be required.
3. Maintain permit or Film Project Information Form Confirmation on site, adhere to permit requirements, and be prepared to present permit to City officials.
4. Film your project

Ready to get Started?

To determine your permit type, fee, and eligibility for any exemptions or waivers, please review the information below.

Permit Types

Free Film Project Information Form (Low-impact Filming)

You must submit a Film Project Information Form if filming commercially in Issaquah. You do not need to submit a Special Event Permit if you are producing a low-impact filming event. A low-impact film is any production where ALL of the following apply:

- Any use of facilities, parks or streets by vehicles or crew is nonexclusive, not reserved, and does not hinder or preclude the enjoyment and use by other members of the public as allowed by law
- No generator
- 15 or fewer cast and crew
- No special effects
- No closure of pedestrian areas
- No filming of moving vehicles
- No required use of City Staff services

Special Event Permit (High Impact Filming)

You must submit a Film Project Information Form if filming commercially in Issaquah. You will also need a special event permit to film on City of Issaquah property if ANY of the following apply:

- You are filming in a City park and require exclusive use
- You are filming in a City-owned building
- Vehicle traffic will be interrupted on City streets
- Pedestrian traffic will be interrupted on City sidewalks
- A tripod or dolly will be used on sidewalks or streets
- Wires or cables will be running across or over sidewalks or streets
- A generator will be used on a sidewalk or street
- Public parking areas will be reserved, impacted, or restricted
- Exclusive use of non-right-of-way City property including but not limited to parks or City buildings. Additional reservation fees apply. See "Additional Costs" below;
- Traffic control
- Hiring of police officers
- Building of any sets, props, or other constructions on site
- City staffing required outside of normal business hours
- Stunts
- Pyrotechnics
- Building of large sets, props, or other constructions on site

Lead time requirements:

- Low-impact filming:
    - No later than three (3) business days before your first day of work.
- High-impact filming:
    - The City's standard turn-around time for traffic control plans is 15 working days. In addition, other agencies the City may need to obtain approval from, such as King County Metro, need at least 10 days notification to determine temporary bus stops or reroutes. For this reason, we encourage applicants to allow additional time for projects which require Special Event Permits.

Fees

- All City fees are non-refundable.
- All City fees must be paid prior to permit issuance.
- Cash, check, or credit card are acceptable forms of payment.
- Payment must be made online through MyBuildingPermit.com.
- Damage deposits may be required for high impact filming. If needed, damage deposits are due before permit can be issued (See Damage Deposit section under Requirements for Filming).

Low-Impact Filmmaking Permit Fees

- There is no fee for low-impact filmmaking

High-Impact Filmmaking Permit Fees

- Standard applicable City fees apply, including but not limited to special event permit fees, ROW reservations, and park rental fees.
- Damage Deposits may apply

Fee Waivers

Fee waivers are available. Student filmmakers encouraged to apply. Any fee waiver request must be submitted concurrently with permit application.

Additional Costs

Some, but not all, permits will have additional charges. You will be billed directly from the stated departments for additional costs including, but not limited to:

- Exclusive use of any facility or part of any facility, including right-of-way, parks, or other City property
- Issaquah Police Department staffing (See Issaquah Police Department section, below)
- City staffing fees for Parks and Community Services or other city-owned facilities as required at some specific locations and facilities.

Requirements for Filming Insurance

- Low-impact filming:
    - Insurance not required
- High-impact filming:
    - High impact filming - A Certificate of Insurance naming the City as an Additional Insured in the minimum amount of $1 million per occurrence and $2 million general aggregate is required but may be more if the City determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the city prior to receiving the Special Event Permit. You may obtain your own insurance or contact Washington Cities Insurance Authority for certain events. Additional insurance and limits may be required if, for example, pyrotechnics, motor vehicles, drones, or other items are involved in the filming.

Student Filmmakers

Students who are currently enrolled in regional filmmaking programs, and who are working on a program affiliated project are not required to submit proof of insurance. In most cases, students are covered by their school's insurance policy and do not need to be self-insured. This includes but is not limited to students enrolled at: Seattle Film Institute, University of Washington, Seattle University, Art Institute of Seattle, Shoreline Community College, Cornish College of Arts, and more. Students who are enrolled in Issaquah School District elementary and high schools are exempt from proof of insurance requirements. Please inquire with the Issaquah Arts Program if you have questions about this stipulation.

Business License

All businesses operating within City of Issaquah limits are required to obtain a license from the City. A business includes all services and activities engaged in with the object of pecuniary gain, benefit or

advantage to the person or another person or class, directly or indirectly. You must add Issaquah as an endorsement to your WA State Business License.

Community Notification

Filmmaking can be impactful. To minimize impacts, please follow the procedures outlined below:

- For Low-Impact filming, consider notifying the immediate neighbors a few days before filming. The City's Communications team may make additional requests based on the specifics of your project.
- For High-Impact filming, formal notifications are required and must include the time of arrival, the filming hours, the time of departure, a general description of the impact (street parking to be used, pedestrian or vehicle traffic control, equipment on sidewalks or streets, etc.), a map showing the impacts to the neighborhood, and a primary contact made available for questions. The City's Communications team may make additional requests based on the specifics of your project. All adjacent properties shall be notified in writing a minimum of 3 calendar days prior to filming. Please contact the Issaquah Arts Program for contact information on community organizations.

Location Availability

Some locations may not be available on exact dates and times due to construction impacts, events, or other circumstances, and may require further mitigation. A list of potential film locations is available here. Contact the City of Issaquah Arts Department if you need additional or alternative recommendations for locations.

Filming in Residential Areas

Filming in residential areas is prohibited between the hours of 10 p.m. and 7 a.m. This applies to the arrival and departure of cast, crew, and equipment as well as actual filming. The City may attach conditions including but not limited to advance public notice and a clear, detailed scope of the after-hours activity within your application.

Filming in Issaquah Parks

Please include each park your production would like to use for filming in your application.

Off-Trail Filming and Protected Parks

Due to their sensitive nature, use of some of Issaquah's Parks, or portions of Parks, are restricted for the protection of native wildlife and vegetation. No off-trail filming or equipment set-up is allowed in these areas unless specifically authorized in the issued Film Permit. Based on the sensitivity of the Park, the Film Permit may contain conditions for off-trail filming including the location, equipment, and/or filming activity restrictions. The Film Permit may also require City staff to accompany the production during filming. City staff time will be billed at the applicable rate and due prior to Film Permit issuance.

Sports Field Use

The City of Issaquah has many grass and turf fields that can be scheduled for various sports / activities throughout the year.

Central Park turf fields are scheduled year-round. The City's grass fields are available for scheduling from March 1 - November 30.

Field rental fees are required if an exclusive use is required. In some cases, a sports field may be managed by the City and adjoining infrastructure (i.e., bleachers, flood lights) are managed by the Issaquah School District. Please contact the City of Issaquah for more information. For more information on the types of fields available, please visit the City Athletic Fields web page. Please scout all fields in person before choosing a final location - many fields are lined for specific sports depending on the season.

Filming on Issaquah Streets and Sidewalks

Film Permits will require coordination with the Issaquah Department of Public Works if City rights-of-way are impacted in any way. City rights-of-way include streets, sidewalks, and alleys. Instances where Public Works coordination may be required as follows:

- Requesting Production Vehicle Parking
    - The City of Issaquah can only approve parking restrictions to allow for working production vehicles. The City does not provide any parking a-frames or traffic controls signs. As part of your film permit application you will be able to indicate if the production has a need for parking essential working production vehicles near the filming location. The spaces a production is requesting must be clearly marked on the site plan / map that is included in your film permit application. City staff will determine availability and receive approval.
- Issaquah Police Department
    - Film Productions are required to have police services if a film production requires ANY of the following:
        - Traffic control and Traffic revisions
        - Use of Weapons (replicas or real)
        - Safety hazards
        - Filming depicting police activity (detectives/police making arrests, talent impersonating an officer, etc.)
        - Other unusual circumstances which could cause alarm. If your filming requires a police officer (for example, as a part of your ROW permit to film on City streets), or if you need an officer or police vehicle for filming, please contact Paul Friden in the Issaquah Police Department paulfr@issaquahwa.gov or 425-837-3204 for more information.

Other Property Owners

Permits issued by the City of Issaquah are for City of Issaquah property only. While the Film Office is here to help with introductions and suggestions, the Film Office does not issue permits for private property or property controlled by other public agencies. Filming on private property is subject to the individual property owner's consent. Please contact the property owner directly. If your production will expand beyond the city limits of Issaquah, please contact Washington Filmworks at 206-264-0667 or visit their website.

Proof of Permit

After the City of Issaquah has received approval for all aspects of your shoot, you will receive a copy of your Film Permit, indicating which specific activities are permitted and which must be printed and kept

accessible at all times on site during the permitted production. Applicants must remain easily reachable during the application process and during filming.

Exempt Production Types

Private individuals making film or digital video content for non-commercial use, journalists, and other news media representatives in the pursuit of journalism are exempt from Film Permit and Film Request Form requirements.

Roving Production

Productions may be exempt from permitting if filming b-roll, scenic, zero impact sidewalk scenes, and documentary-style footage, at public exterior locations throughout Issaquah. To qualify, productions must meet all the following criteria:

- Five or fewer total cast and crew on-site at any one time
- One camera on-site
- Outdoor production only
- No traffic control required
- No interruption of pedestrian activity
- No electrical generation, wires, cables run, or lights set-up
- Public parking will not be impacted
- Not filming in a City park

Drone Use

The Federal Aviation Administration regulates the use of recreational and commercial drones. Learn more from FAA resources to determine if your drone use is considered commercial or recreational and the respective requirements.

The following requirements apply to all drone use in Issaquah. Additional requirements may apply under FAA regulations.

- Possess pilot's license
- Weather conditions must have 3 statute miles of visibility no higher than 400' above ground level
- Drone must remain at least 500 ft. vertically away from clouds and 2,000 ft. horizontally from clouds
- Ensure no temporary flight restrictions are in place
- Maintain a visual observer to keep line of sight of drone
- Drones may not fly directly over people or moving vehicles for sustained period
- Drones must always yield right of way to other aircraft
- Drone operators may not operate equipment under the influence of drugs or alcohol and must be of sound mind
- Must report injuries to people, wildlife, or significant damage to FAA
- If flying at night, drones must have an anti-collision lighting system visible for 3 statute miles

Ready to get Started?

To determine your permit type, fee, and eligibility for any exemptions or waivers, please complete the Issaquah Film Project Information Form.