



FILM PERMIT PROCEDURES – CITY OF MESA

The attached “City of Mesa Film Permit Application” must be filled out for **ALL** commercial filming activities taking place within the incorporated limits of the City of Mesa. **THERE IS NO PERMIT FEE.** Forms are also available on the Internet at or from the following locations:

CITY OF MESA – OFFICE OF PUBLIC INFORMATION & COMMUNICATIONS

20 E Main Street, Suite 700

Mesa, AZ 85201

Phone: 480.644.2069 (8:00 am to 5:00 pm M-F)

FAX: 480.644.5582

Email: steven.wright@mesaaz.gov (Film Coordinator)

CITY OF MESA – TAX & LICENSING

55 N Center Street

Mesa, AZ 85201

Phone: 480.644.2316

FAX: 480.644.3999

Email: licensing.info@cityofmesa.org

IMPORTANT – INSURANCE REQUIREMENTS: For **all** filming within the City of Mesa, the following entities must be named as “Additional Insured” as it relates to your film event: The City of Mesa, Employees, Officers, Volunteers, Agents and Elected Officials - minimum \$1,000,000 Comprehensive General Liability Insurance Policy – addresses for Certificates listed above:

CITY OF MESA

City Attorney’s Office

PO Box 1466

Mesa, Arizona 85211-1466

Lane/road/alley closures planned in conjunction with your film event will **require** that you contract with a local barricade company and arrange for their services. The barricade company will produce a barricade plan and send the plan directly to the City for review/approval. Once received and approved by the City we will put it together with the Film Permit package for processing to the Mesa Police Department – Traffic Section/Enforcement. Lane/road/alley closures and Intermittent Traffic Control (ITC) requests **will require** staffing by Mesa officers – please contact them immediately at 480-644-3533 to make them aware of your planned film event and that the Permit is in the process. **If Mesa PD isn’t given enough advance notice (minimum 14 days prior to film event) and they cannot staff your film event, your Film Permit will not be approved.**

Pyrotechnics/Special Effects: For **required** City Pyrotechnic Permits contact 480.644.2316 – City of Mesa Tax & Licensing Department.

FILMING IN THE MESA ARTS CENTER – DOWNTOWN MESA: You will **not** be allowed to film within the “MESA ARTS CENTER CAMPUS” OR ANY OTHER ARTS & CULTURAL FACILITIES INCLUDING MUSEUMS without prior approval from the Film Coordinator. Contact No.: 480-644-2069 or Email: steven.wright@mesaaz.gov. **In addition, a City of Mesa Film Permit is required when filming at these locations.** Depending on the size of your film event, Mesa Police Department may be required if extra security is needed or if the film company requires lane/road closures or ITC on Center and Main Street.

Complete the Permit Application, location Worksheet (make copies for additional locations, if applicable) and include required Insurance Certificates and Endorsements. In an attempt to make the Film Permit Application process easier for you, **we will accept the completed PERMIT APPLICATION, WORKSHEET, AND INSURANCE CERTIFICATES AND ENDORSEMENTS** faxed to the City of Mesa for processing - FAX to 480.644.3999. You can also hand deliver the Permit to the City at the above address for the Office of Public Information, if desired. **We will process the permit for you – getting all required signatures/approvals.** Once the Permit package is processed a copy of the approved Permit will be sent back to you via FAX.

FILMING ON “THE MESA ARTS CENTER CAMPUS” OR ANY CITY OF MESA COMMERCIAL FACILITY INCLUDING FALCON FIELD MAY REQUIRE A PERMIT FROM THE CITY OF MESA TAX AND LICENSING DEPARTMENT. Contact Steve at 480.644.2069

For locations outside the above listed areas please contact Film in Arizona <http://www.film-in-arizona.com>