



## 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: 480.644.5035 (7:00 am to 5:00 pm M-Th)  
FAX: 480.644.5582  
Email: [jessica.brodersen@mesaaz.gov](mailto:jessica.brodersen@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](mailto: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.: 480-644-5035 or Email: [jessica.brodersen@mesaaz.gov](mailto:jessica.brodersen@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>