



YOUR GUIDE TO DALLAS AREA FILM POLICIES

The Dallas Film Commission does not issue permits. However, registration with the film commission will facilitate the permit process for filming related activities in our member cities.

Please Note:

The Dallas/Fort Worth area includes more than two dozen cities, towns and municipalities, each with their own policies, regulations and contacts for issues arising from film and video production. Very few cities require *filming* permits, but many require permits for some of the activities associated with location filming (i.e. street closures, meter bagging, special effects, pyrotechnics). For Permit requirements for the City of Dallas and the City of Fort Worth click the links below (others will be added soon). For additional information, or information regarding filming outside of these two cities, please contact the film commission.

FILMING REQUIREMENTS / SPECIAL EVENT PERMITS:

- Permits are required when traffic is held up (intermittently) or when a street or sidewalk is closed.
- No general filming permits are required, but notification of the Special Events office is.
- Permit applications are available on-line at:
<http://www.dallasspeialevents.com/Applications/applications.cfm>
- [Registration with the Dallas/Fort Worth Regional Film Commission](#) is required (no fee).
- The number of police officers required by a permit will be determined by the Special Events office on a case-by-case basis.
- Off-duty police officers can be hired independently; contact Special Events office if assistance is required. Average rates are \$30/hr. with a 4-hour minimum.
- \$1,000,000 Insurance Certificate, "City of Dallas named additional insured" required with permit.
- Written notice to neighborhood explaining upcoming filming must be distributed in area where filming is to take place. Letter must include Special Events Office phone number and state that a permit has been applied for (a copy of this letter must be included with permit application).
- \$50.00 processing fee required for each permit applied for (10 days of filming can be put on 1 permit).
- \$40.00 change fee if changes are made after permit application is filed.
- Applications for permits due no later than 2 days prior to shoot, unless it is a major film with major streets affected, then more time is required.
- If no traffic is held up and parking is needed, free parking passes are available through Dept. of Transportation: Paul Thompson - 214/957-1074 cell or 214/670-5896 wk.
- Tents over 400 sq. ft. require a permit from building Inspections (see below).

Dallas Office of Special Events
Contact: Senior Corporal Pat Cheshier

214/939-2703 phone
214/939-2709 fax
www.dallasspecialevents.com

PARKING METER PERMITS/BAGGING:

If parking meters need to be bagged (reserved), a separate permit is required through the Dallas Parking Department. A fee equal to the average income the meters produce will be charged. To apply for a permit: Fax or mail a letter requesting meters be bagged. Include name of street, block numbers, which side(s) of street (north, south, etc...), dates, times, and meter numbers. Each meter will have a small plate under the face with a series of numbers and letters on it (similar to SS300S).

Dallas Parking Meter Operations
Contact: Valerie Handley
214/670-7421 phone
214/670-7476 fax

FIRE DEPARTMENT PERMITS:

Fire officers are not required to be on set unless determined necessary to provide assistance/safety with permitted effects. This will be stipulated in fire department permits. Permits are required for: LP-Gas/Portable Cooking (includes catering trucks), Open burning/Recreational fires, Welding/Cutting, Fireworks/Explosive storage and Transportation, Explosive/Blasting (includes squibs), Fireworks Displays, Acetylene Generator, Calcium Carbide Storage. Inspections are required with permits. Contact Dallas Fire Department for fees and complete explanation of permit requirements.

Dallas Fire Department Contacts:
Elmo Davis
214/670-4319 phone
214/670-4577 fax
or
Jan Furr
214/670-7014 phone
214/670-4577 fax

TENT PERMITS:

Permits are required for tents over 400 sq. ft. There is a \$46 minimum fee. Application forms and procedures are available on-line (scroll down to tent permits) at:

http://www.dallascityhall.org/dallas/eng/html/permit_applications_checklists.html

Building Inspections
320 E. Jefferson Blvd., Room 118
214/948-4480

WATER METER RENTALS:

Portable meters can be picked up from the Dallas Water Utilities Department. A \$700 deposit, the location meter will be used, a picture ID, business tax identification number, and business mailing address are required. Fees will be calculated on actual usage.

Water Utilities
Dallas City Hall, 1st Floor - Ervay side
214/651-1441

POLICE (USE OF PROPERTY, EQUIPMENT, DEPARTMENT):

Call this dept. if you are in need of Dallas Police equipment (i.e. uniforms, badges, patches, etc.), special police filming (i.e. "Cops", "48 Hours", or a film that depicts Dallas Police), or police property. Do not contact this office to hire officers (see above under Special Events).

DPD Special Projects Division

Contact: Lt. David Payne
214/670-5503

USE OF CITY NAME/LOGOS:

Contracts are required to use actual City of Dallas logos.

Dallas City Attorneys Office

Contact: Michael Bostic
214/670-5585

FILMING ON CITY PROPERTY:

Separate permits or contracts are required when filming on City of Dallas property. Please contact film commission for further information regarding various contacts not listed.

Dallas City Hall & Plaza

Contact: Debra Bishop
214/939-2701 phone
214/939-2709 fax

Dallas Convention Center

Contact: Oscar McGasky
214/939-2700 phone
214/939-2795 fax

Dallas Love Field Airport

Contact: Robert Miville
214/670-6087 phone
214/670-6051 fax

Dallas Parks & Recreation Dept.

Contact: Vicki Alexander
214/670-8243 phone
214/670-8899 fax