

Application for Film Permit



Henderson Police Department
Special Events and Permitting Section
PO Box 95050, MSC 211
Henderson NV 89009-5050

Email: HPDpermitreq@cityofhenderson.com
Phone: (702) 267-5015

Office hours: M-Th, 7:00 a.m. – 5:00 p.m.



Incomplete applications will not be accepted

All applications must be received by the Special Events & Permitting Section not less than thirty (30) nor more than one hundred eighty (180) days before the date on which the person proposes to conduct such special event. (HMC 8.10.010) NOTE: Exceptions to the thirty (30) day requirement will be considered depending on the scope of the request.

To obtain a film permit in the City of Henderson, you will need to provide the following:

- Application for film permit
- Current proof of Certificate of Liability Insurance, the minimum amount being \$1,000,000 per incident and naming the City of Henderson as additional insured. Current proof of Workers Compensation Coverage
- Letter of Authorization (notarized or on company letterhead) to sign application on behalf of the company or individual (if application is submitted by someone other than owner)
- **Permit Fee: \$125.00 per calendar month or portion thereof**

Depending on the location and scope of the request, additional requirements may include, but not be limited to:

- Complete pyrotechnics plan if pyrotechnics are being used
 - **If filming includes the use of pyrotechnics, the person in charge must be licensed by the State Fire Marshal**
- Complete barricade plan if filming will be in a City right-of-way
- Trail and Park Special Event Request if filming within a City of Henderson park or trail (additional fee)
- Temporary Use Permit if needed to allow a land use that would not otherwise comply with zoning requirements on a temporary basis (additional fee)
- Police Officer Labor Request if additional security and/or traffic control is required

Instructions

- Complete the Film Permit Application providing all requested information. Incomplete applications will not be accepted
- Save the file and any necessary attachments in a compatible format (PDF or JPF suggested)
- Go to [City of Henderson: Submit Request \(comcate.com\)](http://comcate.com). Select **Permits: Non-Building/Sign – Filming** then click **Next** to get started. Provide your contact information, select Next, and provide the requested information. Attach your completed Film Permit Application and back-up material using the Attach a file function before selecting **Submit Request**.
- Staff will review your application and may request additional information. All communication will be sent through Contact Henderson using the case number created for your application.
- If your application is approved, you will be instructed to pay the permit fee and provide proof of payment before the permit will be issued.
- Contact the Nevada Film Office (702) 486-2711 or US toll free (877) 638-3456. NRS 231.128 requires all productions to register projects with the Nevada Film Office.

Please contact the Special Events and Permitting Section by email at HPDpermitreq@cityofhenderson.com with any questions.



Application for Film Permit



PRODUCTION COMPANY INFORMATION

Production Company Name:	
Production Company Address:	
Production Company City, State, Zip:	
Production Company Country:	

PROJECT & LOCATION MANAGER INFORMATION

Project Title:	
Local Contact/Location Manager:	
Contact Phone/Cell:	
Contact Fax:	
Contact email:	

Check the boxes for all the activities you are planning:

- | | | |
|---|---|---|
| <input type="checkbox"/> 1 - Road closure(s) | <input type="checkbox"/> 6 - Pedestrian disruption | <input type="checkbox"/> 12 - Scaffolding/Platform |
| <input type="checkbox"/> 2 - Driving shots | <input type="checkbox"/> 7 - Dolly track | <input type="checkbox"/> 13 - Police Escort |
| <input type="checkbox"/> 3 - Driving w/traffic flow | <input type="checkbox"/> 8 - Special effects/Pyrotechnics | <input type="checkbox"/> 14 - Fire Department standby |
| <input type="checkbox"/> 4 - Lane restriction(s) | <input type="checkbox"/> 9 - Noise (gunshots, etc.) | <input type="checkbox"/> 15 - Security |
| <input type="checkbox"/> 5 - Intermittent traffic control
(3-5-minute max) | <input type="checkbox"/> 10 - External dialogue | <input type="checkbox"/> 16 - Drone use |
| | <input type="checkbox"/> 11 - Crane | <input type="checkbox"/> 17 - Other: _____ |

Will pyrotechnics be used? No Yes (if yes, attach copy of State Fire Marshal issued license)

Will filming take place in City right-of-way? No Yes (if yes, attach copy of barricade plan)

Will filming include the use of drone(s)? No Yes (if yes, attach proof of license and copy of flight path plan)

LOCATION(S) OF FILMING (attach document if additional locations are needed)

Address or location:	Activities (from above list)	Start Time & Date	End Time & Date

PROPOSED ACTIVITY/NATURE OF FILMING

Provide a concise description of the filming to be conducted. Describe all phases of the filming to be conducted. Any misrepresentation in the description by the applicant may be sufficient cause for the permit to be rejected or revoked. **Please indicate any agencies portrayed in the script and how they are portrayed. (Attach document if additional space is needed.)**

IMPACTS:

Number of Cast and Crew Members on site:	
Number of Vehicles on site:	
Type of Vehicles on site:	

The following agencies must be contacted should filming involve State highways, aircraft, or any other movement of oversize equipment on State highways:

- Department of Transportation Permits, 123 East Washington Ave., Las Vegas, NV 89101; (702) 385-6500
- Department of Transportation – Oversized Permits, 1263 S. Stewart St., Carson City, NV 89712; (775) 888-7410
- Federal Aviation Administration (FSDO), 7181 Amigo St., Suite 180, Las Vegas, NV 89119; (702) 269-1445
- Nevada Highway Patrol, 2601 E. Sahara Ave., Las Vegas, NV 89104; (702) 486-4101
- Nevada Film Office, 6655 W. Sahara Ave., Suite C106, Las Vegas, NV 89146; (702) 486-2711

REQUIRED ATTACHMENTS:

- Proof of current Certificate of Liability Insurance, the minimum amount being \$1,000,000 per incident and naming the City of Henderson as additional insured (required)
- Proof of current Workers Compensation Coverage
- Letter of Authorization (notarized or on company letterhead) to sign application on behalf of the company or individual (if application is submitted by other than owner)

CERTIFICATION:

(I) (We), the undersigned, have answered all questions in the above application, and to the best of my (our) belief all answers are true and correct. (I) (We) further understand that disclosure of any false, misleading, or incomplete answers in the above could result in automatic denial or revocation of the permit, if already issued.

Signature of Applicant:	Date:
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[Click here to Submit Request](#) > Select Permits: Non-Building/Sign – Filming > Next > Complete and attach application and back-up > Submit Request