CITY OF PORTLAND BUREAU OF TRANSPORTATION

FILM PERMIT APPLICATION: STREET & SIDEWALK USE

CONTACT INFORMATION

Name of Production Company:		
Address:		
Name of Insured on Certificate of Liability Insurance:		
Name of primary contact person:		
Title:		
Phone:	*Office*	*Cell*
Email:		
Name of secondary contact person:		
Title:		
Phone:	*Office*	*Cell*
Email:		
# of crew members:	Production Description:	

PLEASE NOTE: For most street and sidewalk closure permits, a Traffic Control Plan (TCP) must be submitted for review and approval by the City Traffic Engineer. For more information, contact PBOT Traffic Engineer Allison Madsen: 503-865-2482 or Allison.Madsen@portlandoregon.gov.

SIDEWALK/STREET CLOSURE or B-ROLL *(indicate full or partial/lane closure below)*

Dates and Times of request:	
Name of street:	
Which side of the street (N/S/E/W):	
Names of BOTH nearest adjacent cross streets:	*Cross Street 1:*
	Cross Street 2:
Type of Closure **(choose one):**	**Sidewalk:** Full or ITC/Partial Closure OR **Street:** Full or ITC/Partial Closure OR **B-Roll/Scenic**

Dates and Times of request:	
Name of street:	
Which side of the street:	
Names of BOTH nearest adjacent cross streets:	
Type of Closure **(choose one):**	**Sidewalk:** Full or ITC/Partial Closure OR **Street:** Full or ITC/Partial Closure OR **B-Roll/Scenic**

Dates and Times of request:	
Name of street:	
Which side of the street:	
Names of BOTH nearest adjacent cross streets:	
Type of Closure **(choose one):**	**Sidewalk:** Full or ITC/Partial Closure OR **Street:** Full or ITC/Partial Closure OR **B-Roll/Scenic**

If you have more than 3 permit requests, please copy/paste to add more permit request boxes

Portland Film Office at Prosper Portland
222 NW 5th Avenue ~ Portland, OR 97209 Phone: 503-823-3326
Email: filmoffice@prosperportland.us ~ Website : www.portlandfilmoffice.com

Conditions Of B-Roll Permit

- Permit is for partial sidewalk use only
- Cost of permit is $110 for up to 10 locations per day
- Separate permit is required to film at median island, traffic circles or in the roadway
- Separate permit is required for equipment and film vehicle parking
- Shall not affect vehicular or pedestrian traffic or impact businesses in any way and shall maintain minimum of four ft passable sidewalk at all times
- Shall not block sidewalk curb ramps or driveways
- Shall maintain enough space to accommodate pedestrians waiting to cross at corners
- Crew size shall be no more than 5 people and shall maintain minimum of four feet passable sidewalk at all times
- When filming activity conflicts with previously scheduled permitted activity in the right-of-way in the area, film crew shall advise PBOT and relocate to alternate location (priority is granted to the entity with an existing valid permit)
- Approved filming hours are from 7 am – 6 pm Monday through Saturday; filming outside of this period shall notify Noise Control Office at least 24 hours prior to filming
- Film crew shall provide PBOT with a list of filming locations, dates and times within 24 hours after filming
- Restrictions might apply during Holiday and Rose Festival Moratorium