

---

# *film & tv*

## RULES & REGULATIONS



**OFFICE OF ART,  
CULTURE AND FILM**  
*a division of*  
**THEATRES AND ARENAS**

CITY AND COUNTY OF DENVER  
1380 LAWRENCE STREET, SUITE 790  
DENVER, CO 80204  
VOICE: (303) 640-6941  
FAX: (303) 640-6960  
PAGER: (303) 640-9208  
EMAIL: [rpinkard@ci.denver.co.us](mailto:rpinkard@ci.denver.co.us)  
WEBSITE: [www.denvergov.org](http://www.denvergov.org)

---

Department of Public Works, the Police and Fire Departments, and the district council member within whose district the proposed filming will take place. Exemptions to the insurance requirements may be granted by MOACF, in consultation with the Zoning Administrator, for filming by non-commercial educational, charitable and public service organizations.

**b.** The applicant shall, at least 48 hours prior to the proposed filming operations, distribute leaflets explaining the proposed operations to the adjoining residents and businesses located within 200 feet of the proposed filming site or sites. The leaflet shall contain the phone number of the production company and MOACF. MOACF in consultation with the Zoning Administrator may shorten this notice period or waive this requirement entirely in the event of unforeseen circumstances where it does not appear that the operations will unduly disturb the neighborhood.

**c.** Filming operations shall comply with the Rules and Regulations established by the Zoning Administrator, in consultation with MOACF. After formal notification to the production company by the Zoning Administrator, after consultation with MOACF, the Filming Permit may be cancelled if there is a failure to comply with the Rules and Regulations and all operations allowed by the permit may be ordered to cease.

**d.** Permits for filming shall show the duration of the filming. Filming at any one residential location shall not exceed 14 calendar days. A permit may be extended by the Zoning Administrator, upon consultation with MOACF, to allow filming to exceed this limit upon the determination that additional time is necessary and that the operations are in compliance with the Rules and Regulations.

**e.** The Zoning Administrator may add conditions to the permit, after consultation with MOACF, to protect the safety and comfort of the neighborhood in which the filming is taking place.

**f.** MOACF and the Zoning Administrator shall establish Rules and Regulations under which filming for less than 24 hours may take place in any zone district.

Passed by the Council  
November 30, 1992

Ramona Martinez- President

Approved: Wellington E. Webb -  
Mayor December 3, 1992

Attest: Arie Taylor  
Clerk and Recorder,  
Ex-Officio Clerk of the  
City and County of Denver

Published in the Daily Journal  
November 6, 1992

Prepared by John L. Stoffel,  
Assistant City Attorney  
10 / 28 / 92

# FILMING PERMIT RULES AND REGULATIONS

CITY *and* COUNTY of DENVER

## RULES AND REGULATIONS OF THE ZONING ADMINISTRATOR

DEPARTMENT OF ZONING ADMINISTRATION

### **Statutory Authority:**

Denver Revised Municipal Code  
§59 - 38 (a) (13).

### **Basis and Purpose:**

The City and County of Denver ("Denver" or "City") recognizes that the motion picture, television and commercial producing industries are a vital part of the economy in the Denver area. Denver's policy is that all City departments shall cooperate with the Mayor's Office of Art, Culture and Film ("MOACF"), and that such departments shall assist MOACF in its efforts by making property and services available for filming.

These Rules and Regulations will clarify and expedite the filming permit process and will establish procedures and requirements for filming operations within Denver.

### **a ) Fees**

1. ) At no time shall any fees be charged for Filming Permits.
2. ) Fees may be charged for any additional permits issues by the City.

### **b ) Parking**

When Street Occupancy Permits are required, it shall be

the responsibility of the Production Company to obtain a Street Occupancy Permit from the Denver right of Way Section, and to abide by the regulations of that permit.

### **Denver Right of Way Section Division of Transportation Department of Public Works**

200 W. 14th Ave.  
Denver, CO 80202  
(720) 865-2795  
(720) 865-2886 fax

### **c ) Notice of Filming - Procedure**

#### **1. ) Notice.**

The Filming Permit applicant shall, at least 48 hours prior to the proposed filming operations, distribute leaflets to the adjoining residents and businesses located within 200 feet of the proposed filming site or sites, but it is suggested that the Production Company also leaflet the entire face of the block, on each side, in residential areas.

#### **2. ) Contents.**

The leaflet shall explain the proposed operations and

shall contain: (a) The names and phone numbers of the Production Company and MOACF; (b) the type of activity and duration, and (c) the name and title of the Production Company's local contact. See also subsections (d) (3) and (g) (2) below.

**OACF  
Office of Art,  
Culture and Film**

1380 Lawrence St. #790  
Denver, CO 80204  
(303) 640-6941 fax: (303) 640-6960

3. ) **Shortening or Waiver.**  
MOACF, in consultation with the Zoning Administrator, may shorten this notice period or waive this requirement entirely in the event of unforeseen circumstances where it does not appear that the operations will unduly disturb the neighborhood.

d) **Hours and Duration of Filming**

1. ) **Hours.**  
Unless the time limitations are extended by the Zoning Administrator, in residential areas filming activity shall not begin prior to 6:00 a.m. and shall cease by 11:00 p.m.

2) **Extension.**

The Zoning Administrator may extend the beginning and ending times, or provide for all night filming, if necessary to filming operations,

and if the extension would not unduly disturb the neighborhood.

3. ) **Notice.**  
In the case of an extension being granted, the distributed leaflets required in section (c), above, shall contain the extended hours.

4. ) **Duration.**  
Filming at any one residential location shall not exceed 14 calendar days. The Zoning Administrator may extend Filming Permit, upon consultation with MOACF, to allow filming to exceed this limit upon the determination that additional time is necessary and that the operations are in compliance with these Rules and Regulations.

e ) **Uniforms and Badges**  
Police and fire department badges and uniforms, or like or similar uniforms or badges, used as costumes in a production shall not be worn, used, or displayed off the filming site (see Denver Revised Municipal Ordinances, sections 22-34, 38-33, 42-133, and 42-134).

f ) **Additional Permits and Coordination with City Departments**

1. ) **Other Permits.**  
Additional permits may be required where special effects are used. For example,

# BY AUTHORITY

Ordinance No. 895  
Series of 1992

Council Bill No. 842  
Committee of Reference:  
Land Use / Planning & Economic  
Development

## A BILL

FOR AN ORDINANCE AMENDING SECTION 59-38 OF THE REVISED MUNICIPAL CODE RELATING TO THE POWERS AND DUTIES OF THE ZONING ADMINISTRATION BY ADDING THERETO SECTION 59-38 (A) (13) RELATING TO FILMING OPERATIONS.

**WHEREAS**, the City and County of Denver recognizes that the motion picture, television, and commercial producing industries are a vital part of the economy of the Denver area; and

**WHEREAS**, it is the policy of the City and County of Denver that all City departments shall cooperate with the Mayor's Office of Art, Culture and Film ("MOACF"), and that such departments shall assist MOACF in its efforts by making property and services available for filming; and

**WHEREAS** the City and County of Denver desires to expedite and clarify regulations dealing with filming operations within the City and County of Denver;

### **NOW THEREFORE:**

**BE IT ENACTED  
BY THE COUNCIL OF THE  
CITY AND COUNTY OF DENVER:**

### **Section 1.**

That Section 59 -38 (a) of the Revised Municipal code be and the same is hereby amended by adding thereto a subparagraph (12) reading and to read as follows:

**(12)** Review applications for permit for filming operations exceeding 24 hours and, notwithstanding the regulations of this zoning ordinance, grant a permit allowing filming operations exceeding 24 hours upon the following terms and conditions:

**a.** Upon receipt of an application for a permit for filming operations and a certificate of insurance in the face amount of One Million Dollars (\$1,000,000) showing coverage for general liability, including the operations under the permit and showing the City and County of Denver as an additional insured, the Zoning Administrator shall notify MOACF, the Transportation Division of the

3.) **Cancellation.**

If the Production Company fails to comply with these Rules and Regulations within 24 hours after notice is provided as set forth in (k) (2) above, then upon formal notification by the Zoning Administrator, after consultation with MOACF, to the Production Company, the Filming Permit may be canceled and all operations allowed by the permit may be ordered to cease.

4.) **Appeal Rights.**

In the event a Production Company's Filming Permit is canceled, within 10 days of cancellation, the Production Company may request in writing, addressed to the attention of the Zoning Administrator, an informal opportunity to be heard by the Zoning Administrator. A copy of the written request shall be sent to MOACF. The opportunity to be heard shall be held on the first business day following the date the written request is received, unless this time limit is waived in writing by the Production Company.

5.) **Additional Conditions.**

The Zoning Administrator, in consultation with MOACF, reserves the right to add conditions to the Filming Permit that are reasonably necessary to protect the safety and comfort of the neighbor

hood, which shall be limited to conditions necessary to protect the health, safety and welfare of the neighborhood and local business in which the filming is taking place, or is planned to take place.

6.) **Location for Application of Filming Permits.**

**Denver Zoning Administration Office**  
200 West 14th Avenue,  
Room 201  
Denver, Colorado 80202  
(720) 865-3000  
(720) 865-3057

for the landing of a helicopter other than at an approved airport additional permits may be required from the Denver Police Department, Denver Parks and Recreation Department, and Denver Fire Department. Also, the Public Works Department -Airport Operations Division must be notified of, and issue advance written approval of, the proposed helicopter landing site (s) and Denver Excise and License shall be given advance courtesy notice. Zoning restrictions do apply to helicopter landings. All of the above agencies should be contacted for their current regulations.

**Airport Operations Division  
Denver International Airport**

C/O Public Affairs  
Dan Melfi  
(303) 342-2250  
80249

**Denver Excise and License  
Department**

(720) 865-2740

**Denver Police Department**

(720) 913-6527  
(720) 865-6915 Special Ops

**Denver Fire Department-  
Fire Prevention Bureau**

(720) 913-3474

**Denver Parks and Recreation  
Department**

(303) 964-2522  
(303) 964-2507 fax

2.) **Special Conditions.**

Other potential hazards may require the inclusion of special conditions in the Permit to provide the necessary safe guards, such as use of assault weapons and pyrotechnics (see section (g), below).

g) Assault Weapons, Pyrotechnics, Explosives, Flame, Smoke, Fog and Flammable Liquids

1.) **Applicable Ordinance-  
Assault Weapons.**

The use of assault weapons are restricted by Denver Revised Municipal code Section 38-130.

2.) a) **Notice to City-  
Assault Weapons.**

The Chief of Police of the Denver Police Department must be notified in advance in writing of the planned use of assault weapons. The notice must specify the planned date, time, location, production schedule, and days upon which such use shall take place, and the type, amounts, and serial numbers of firearms.

b) **Display-  
Assault Weapons.**

Assault weapons shall not be used, displayed, or carried off the filming site other than for set up or teardown of set.

---

**Chief of Police****Denver Police Department**

1331 Cherokee Street.  
Denver, CO 80204  
(720) 913-6527

**3. ) Additional Permits.**

The Production Company must also obtain permits from the Denver Police Department - Bomb Squad Division, and the Denver Fire Department - Fire Prevention Bureau, for the use of pyrotechnics and explosives. A permit may also be required from the Denver Fire Department - Fire Prevention Bureau for other special effects, including use of open flame, LPG (butane or propane), other flammable liquids, and smoke or fog. (See Requirements for Motion Picture Pyrotechnic Special Effects and Requirements for Indoor Displays of Pyrotechnic Devices, as issued by the Fire Prevention Bureau.)

**Denver Police Department  
Bomb Squad Division**

1331 Cherokee Street  
Denver, CO 80204  
(720) 913-6753

**Denver Fire Department  
Fire Prevention Bureau**

745 West Colfax Avenue  
Denver, CO 80204  
(720) 913-3474

**4. ) Notice.**

The notice leaflet in section (c), above, shall contain a

notice provision of the planned use of assault weapons, pyrotechnics, explosives, open flame, LPG (butane or propane), other flammable liquids, and smoke or fog.

**h) Filming Operations Not Exceeding 24 Hours****1. ) Filming Permit.**

A Filming Permit shall be required for filming operations not exceeding 24 hours.

**2. ) Restrictions.**

Requirements for Street Occupancy Permits, provisions for additional permits, and requirements pertaining to use of assault weapons, pyrotechnics, explosives, open flame, LPG (butane or propane), other flammable liquids, and smoke or fog, and restrictions on police/fire uniform and badge display shall apply to filming operations, regardless of duration of filming.

**3. ) Notice - to Neighborhood/Businesses and to Zoning Administrator.**

the notice provisions in section (c), above, shall apply to filming operations not exceeding 24 hours when assault weapons, pyrotechnics, explosives, open flame, LPG (butane or propane), other flammable liquids, and smoke or fog are planned to be used, and the Zoning

Administrator shall also be so notified in advance and in writing.

**4. ) Notice - to MOACF.**

Production Company shall give advance courtesy notice to MOACF in writing or by telephone of all filming operations not exceeding 24 hours.

**i ) Identification of Production Company Vehicles****1. ) Signs.**

Vehicle identification signs are required to be put in all Production Company vehicles and in vehicles of those persons related to or affiliated with the Production Company's filming operations, including personal automobiles.

**2. ) Size, Content.**

The signs, to be prepared by the production Company, must measure at least 5" X 11", and must clearly state the name of the Production Company.

**3. ) Display.**

These signs must be visible to the general public, and must be used whenever filming in the City.

**j ) Insurance**

Application for filming permit shall be accompanied by a certificate of insurance in the face amount of One Mil-

lion Dollars (\$1,000,000) showing coverage for general liability, including the operations under the permit and showing the City and County of Denver as an additional insured. Exemptions to the insurance requirements may be granted by MOACF, in consultation with the Zoning Administrator, for filming by non-commercial educational, charitable, and public service organizations.

**k ) Filming Permit - Display, Cancellation, Appeal Rights, Conditions****1. ) Display.**

The Filming Permit and any additional permits required by the City must be displayed or be available for public inspection on the filming site at all times of filming operation.

**2. ) Notification of Violation.**

The failure of a Production Company to comply with these Rules and Regulations is grounds for cancellation of the Filming Permit. Before a Filming Permit may be canceled, the Zoning Administrator, after consultation with MOACF, shall give the production Company advance written notice of the Production Company's failure to comply, and give the Production Company 24 hours in which to comply with these Rules and Regulations.