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.

Passing 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

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**Statutory Authority:**

**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.

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 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
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 paragraph (13) relating to filming operations.

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.

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.

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.

5. ) 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).

6. ) Additional Permits and Coordination with City Departments
1. ) Other Permits.
Additional permits may be required where special effects are used. For example,
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 the 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 neighborhood, 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.

   **Special Conditions.**
   Other potential hazards may require the inclusion of special conditions in the Permit to provide the necessary safeguards, 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.
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.)

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 the 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.

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.

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.

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.

Display. 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.

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.

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.

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.

Insurance
Application for filming permit shall be accompanied by 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. 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.