

Film Permitting in the Edmonton Metro region

Please note the following:

- A film permit is required for any filming or commercial still photography production taking place on public property, in a City of Edmonton operated facility and/or commercial filming with a drone.
- Public property includes roadways, sidewalks, and City parks/parkways.
- The Edmonton Screen Industries Office is here to help you with the permitting process. We will put you in touch with the right people and help make it easy for you to get a permit.
- It is recommended that you begin the permitting process at least 10 business days before filming activities are scheduled to begin,
- Permitting your project helps the Edmonton Screen Industries Office and the City of Edmonton track production numbers and helps us report on activity and growth in the sector.
- If you are filming on private property, either indoors or outdoors, you are not required to have a permit.

How to apply for a permit

Step 1 - Get your info together:

- Your Contact Info
- Production Company Info
- Project Name
- Project Description (genre, approx. length, format, quick synopsis)
- Dates & Locations*
- Size of Crew:
 - Small (1 to 10 people)
 - Medium (11 to 20 people)
 - Large (21 or more)
- Type of Equipment:
 - Low impact (no rail or boom)
 - Medium impact (some structure)
 - High impact (rails, booms, etc.)
- Dates: Ideal date range, how many days, weekdays vs weekends, morning vs overnight, etc.
- Locations: confirmed/not confirmed, ideal areas/requested areas, general neighbourhoods. If you don't have exact dates and locations, give as much info as you have.

If you are planning to film with a drone:

- Contact details for permit holder who will be on site
- Copy of Pilot's Certificate (basic vs advanced)
- Copy of Drone Registration Certificate
- A list of all equipment that will be on site
- Map including flight path, safe areas with lateral distances, distance from nearest Heliport, and launch/land zones
- Arrival and departure time from site including setup and take down time
- Anticipated size of crew
- A description of the production if possible
- See: GUIDELINES FOR DRONE & RPAS REQUESTS

Step 2 - Civic Events Application Form

Fill out the application form here:

https://docs.google.com/forms/d/e/1FAIpQLSeWYsgA5Di0RsHv9JSOpQXLUAnb5r1fWf3_W11RdzcS2yHcMA/viewform

Permitting contact info:

City of Edmonton
Civic Events 780-944-7740
civic.events@edmonton.ca

Step 3 - Insurance

Get a certificate of insurance (COI) naming The City of Edmonton as an additionally insured for \$2M general liability. Here is the contact info for the COI:

City of Edmonton
19 Flr. Edmonton Tower
PO Box 2359 Stn Main
Edmonton, AB T5J2R7 Canada

For small productions that don't have production insurance, check out Film And Video Arts Society of Alberta (FAVA). A major benefit of FAVA membership is having access to their general & liability insurance for artists. Both membership and insurance are very affordable:

<https://fava.ca/productions/rentals/rental-insurance/>

For Drones

Certificate of aviation insurance with a minimum of \$2 million in aviation liability coverage and the City of Edmonton listed as an additional insured.

Step 4 - Details

Each project will have unique needs. Once you have submitted your Civic Events Application Form, a City representative will help guide you in what information they may require for your specific project.

Notification Letter

You will likely need to provide a Notification Letter (contact locations@edmontonscreen.com to request a template). This letter will need to be distributed to the neighbouring homes/businesses of your requested filming area before filming begins.

It's up to each production to be professional and communicate with local residents to keep our filming reputation healthy in Edmonton. When neighbours are surprised by disruption in their communities, it can become difficult to film in this area in the future.

Traffic Request

If you plan to have equipment, cast or crew in a roadway or on a sidewalk, you will need to plan how to make the area safe for pedestrians and/or motorists.

Provide a map that clearly shows your traffic request(s), for roadways and for sidewalks. The City can help you with these requests. You can also hire a locations manager with experience in permitting and road closures/requests to make these arrangements.

Fees may be associated with traffic requests.

Parking Requests

If you want to reserve parking for your production vehicles, provide a map with the dates and times and clearly show what areas you want reserved for parking.

Reserved parking will come with an equipment and service fee, and varies depending on the area requested.

Filming in areas outside of Edmonton

Each county and municipality has individual procedures for event permitting. See below for individual communities contact information, or contact locations@edmontonscreen.com and we will help you get started.

City of Fort Saskatchewan

<https://www.fortsask.ca/en/things-to-do/special-event-permits.aspx>

Culture Director (780) 992-6261

DYanch@fortsask.ca

City of Leduc

<https://www.leduc.ca/special-event-application-form>

Events & Bookings (780) 980-7118

events_bookings@leduc.ca

City of Spruce Grove

<https://www.sprucegrove.org/community/events/>

Event Coordinator at (780) 962-7634 ext. 143

events@sprucegrove.org

City of St Albert

<https://stalbert.ca/cosa/contact/departments/cultural-services/>

Community Services (780) 459-1600

culture@stalbert.ca

County of Strathcona

<https://www.strathcona.ca/files/files/at-lls-forms-tas13019-specialroadwayeventpermit-application.pdf>

Recreation and Events (780) 467-2211

recreation@strathcona.ca

Leduc County

https://www.leduc-county.com/en/living-here/event-hosting.aspx?_mid_=13278

General Office (780) 955-3555

Parkland County

<https://www.parklandcounty.com/en/county-office/resources/AppLicPerm/Event-Permit-Application-2013.pdf>

General Office 780-968-8888

hello@parklandcounty.com

Sturgeon County

General Office (780) 939-4321
reception@sturgeoncounty.ca

Town of Beaumont

<https://www.beaumont.ab.ca/570/Event-Hosting>

Community Events (780) 929-2848
events@beaumont.ab.ca

Town of Bon Accord

Community Services (780) 921-3550
info@bonaccord.ca

Town of Gibbons

Community Services (780) 923-3331
swilibnisky@gibbons.ca

Town of Morinville

www.morinville.ca

Planning & Economic Development (780) 939-7858
trina.lamanes@morinville.ca

Town of Stony Plain

<https://www.stonyplain.com/en/play/culture-and-tourism-development.aspx>

Culture & Tourism 780.963.8592
claberge@stonyplain.com
