

# FILMING IN LETHBRIDGE CHECKLIST



## REQUIREMENTS

- Register production on City of Lethbridge Website
- Fill out Film Permit Form for any filming on City property
- Provide proof of insurance through registration

## FILM REQUEST FORM RULES

- Fill out Film Permit Form which can be found on the City of Lethbridge website
- Attach set, work trucks, and circus maps to request form with detail
- Include hours of setup, filming, and takedown
- Include maps of requested parking, road closures, and set location if on [eCity](#) property
- Include “[Dear Neighbor](#)” letter in permit application
- If park access is needed, a park access permit is required

## PARKING, ROAD CLOSURE, AND POLICE ASSISTANCE

(MINIMUM 2 WEEKS' NOTICE)

- If a road closure is required, please provide us with 2 weeks' notice minimum
- If production requires a [eCity](#)-owned lot, please include that in Film Permit Form
- Attach set, work trucks, and circus maps to permit form with detail
- Include maps of requested parking, road closures, and set location if on [eCity](#) property.

## SPECIAL EFFECTS REQUESTS

- Emergency Services (Fire and Police) must be notified through the City of Lethbridge at least ten (10) days in advance of any filming requiring use of special effects, fireworks, fake smoke, stunts, loud noises, pyrotechnics and visible weapons (being fired or not)

## DRONE INFORMATION

- Attach flight plan, instructors license production through the [City of Lethbridge website](#)
- information, and detailed information about drone use with Film Permit Form

## CONSTRUCTION AND SET BUILDING

(MINIMUM 2 WEEKS' NOTICE)

- Acquire a building permit from the Planning and Design department (information can be found on the Production Guidelines Document)
- Include any drawings and descriptions with film permit form

