

Film Permit Guidance Document

Overview

A revocable film permit is required for any filming activities taking place within the Bozeman city limits, including within the public right-of-way or on City-owned property such as parks, trails, and public facilities.

Permit applications must be submitted at least two weeks prior to the planned filming date to allow adequate time for review and approval.

1. Fill out the online permit in the [ProjectDox Portal](#).

How to Apply

All film permits must be submitted through the City's ProjectDox portal. You will need to create an account if you don't already have one. Once logged in:

1. Select Engineering/Public Works
2. Choose the Film Permit Application
3. Complete the application form and submit it

After submission, you will receive an Application Notification Letter via email. This document serves as your formal application and must be signed and uploaded in the next step.

You will then receive a task to upload and submit the required documents listed below.

2. Required Documentation

The following items must be uploaded through ProjectDox to complete your application:

- Signed Notification Letter
 - (The application document emailed to you by ProjectDox)
- Filming Narrative
 - A brief written description of your filming activities
- Commercial General Liability Insurance
 - Minimum coverage: \$1 million per occurrence, \$2 million aggregate annually
 - Coverage must include: Contractual Liability, Premises and Operations, and Personal Injury
 - The City of Bozeman, its officers, agents, and employees (and the State of Montana, if applicable) must be named as additional insureds

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- Automobile Liability Insurance (if motor vehicles are used) Minimum: \$1 million per accident (property damage and bodily injury)
- Workers' Compensation Insurance (if applicable) Must meet Montana's statutory limits. Employer's Liability coverage: Minimum \$1 million per occurrence
- The City must be listed as an additional insured
- Closure Plan (if applicable)
 - If closing a street or sidewalk:
 - Written permission from adjacent property owners
 - Pedestrian routing plan for sidewalk closure
 - Traffic control plan for Street closure
 - Written permission from the police department to film threatening or violent scenes (if applicable)
 - Written permission from the Fire Department to include pyrotechnics, open flames, smoke, laser equipment, etc. (if applicable)
- If filming with a drone, proof of insurance coverage, [compliance with FAA Part 107 rules](#) and follow drone [regulations and laws](#) for flying drones in Montana.

[Example Insurance Document](#)