

**City of Albuquerque**  
**Film, Television and Photography Guidelines**



**[www.cabq.gov/film](http://www.cabq.gov/film)**  
**505-768-3283**

# Table of Contents

<b>Do I Need a Permit?</b>	page 1
<b>Fees</b>	page 1
<b>Before You Film</b>	page 2
<b>Permit Information</b>	page 2
<b>Letters of Notification</b>	page 3
<b>Night Filming</b>	page 3
<b>Insurance Requirements</b>	page 4
<b>Clean-up &amp; Restoration</b>	page 5
<b>Trash/Recycling Collection Days</b>	page 5
<b>Consideration</b>	page 5
<b>Permit Denial</b>	page 6
<b>Permit Revocation</b>	page 6
<b>Parking</b>	page 6
<b>Alterations to City Owned Properties</b>	page 7
<b>Filming on Private Property</b>	page 7
<b>Drones</b>	page 7
<b>Intermittent Traffic Control</b>	page 8
<b>Road Closures</b>	page 8
<b>Contacts</b>	page 9
<b>Definitions &amp; Abbreviations &amp; Endnotes</b>	page 10
<b>Code of Conduct</b>	page 11
<b>Signature Page</b>	page 12

# Do I Need a Permit?

## A film permit is required if:

- Filming activities<sup>1</sup> occur on City property,<sup>2</sup>
- Film equipment<sup>3</sup> is placed on City property<sup>2</sup>
- Production and/or crew vehicles are parked on City property
- Special circumstances exist, including:
  - Filming activities<sup>1</sup> occur between 10pm-7am and are in or adjacent to a residential area
  - There will be pyrotechnics or other explosives
  - Smoke, water or flame effects will be used
  - Real or artificial firearms will be used
  - There will be vehicle chases and/or crashes

## A film permit is NOT required if:

- There is no filming activity on City property
- There will be no equipment placed on City property
- No production and/or crew vehicles will be parked on City property
- No special circumstances apply
- Filming is done by news agencies reporting on current events

*Endnotes can be found on page 10 of this document*

## Fees

<b>Short Term Surface Use Fee</b>	Contact AFO for information
<b>Location Agreement Fees</b>	Contact AFO for information
<b>Fire</b>	Contact Fire Marshal for information
<b>Chief's Overtime</b>	\$52 per hour/per officer 2 hour minimum
<b>Barricade Fees</b>	\$21 per permit/per day
<b>Parking Meters</b>	\$6 per meter/per day
<b>City Parking Garages/Surface Lots</b>	\$6 per space per day (exceptions for 1 Central and Old Town)

# Before You Film

## 1. Call the AFO to discuss your project

## 2. Provide the AFO with the following:

- Production insurance naming the City as the additionally insured
- Script
- Crew list
- Vendor list
- A list of all filming dates and locations
- A signed copy of the Filming Guidelines & Code of Conduct

## 3. Contact (contact information can be found at the end of this document):

- **Chief's Overtime** if you plan to use APD
- **Fire Marshal** to inform of mill shop space, hot works, filming locations, And SPFX, and to perform walkthrough at film locations and studios to insure fire/life safety and exiting requirements are enforced
- **Construction and Road Closure Coordination** to inform of filming locations. They will let you know if anything else is scheduled in the area that could impact your ability to film (construction, road work, previously permitted work, etc.)
- **Environmental Health** to be sure catering and craft service have all required permits

# Permit Information

## How to obtain a permit

1. Learn if and what permit(s) you may need. Email Film Coordinator, Rebecca Cavalier at [rcavalier@cabq.gov](mailto:rcavalier@cabq.gov). Include the filming dates, proposed filming locations, total number of cast and crew, and filming details. Rebecca will let you know if and what permit(s) you may need.
2. When starting a new project, use only the documents found on our website [www.cabq.gov/film](http://www.cabq.gov/film) as they are the most current versions. Older versions from previous productions will not be accepted.
3. Permit packages must include the following items before they can be processed:
  - Film Office approved Letter of Notification
  - Traffic Control Plan
  - Overhead Map showing work truck placement, equipment placement, production parking requests, "no parking" requests", closure/traffic control points

4. Permit applications must be submitted through Eproval at least 72 hours in advance of filming date (does not include holidays or weekends).
5. The Film Office may refer the permit application to such appropriate City departments as are directly impacted by the application and as the Film Office deems necessary from the nature of the application for review, evaluation, investigation and recommendations by the departments regarding approval or disapproval of the application.

## **Eproval**

1. Visit <https://www.cabq.gov/film/productions> and create an account using your email address
2. Create a Film Permit Application
3. Provide information about your production and filming details
4. Upload the necessary documents for your permit
5. Submit your permit
6. Permits must be submitted at least 72 business hours prior to any filming activities and at least 7 business days before closure or intermittent traffic control on Central Avenue

# Letters of Notification

*Productions are responsible for communicating with businesses and residents in and around the filming, base camp and crew parking locations. Letters of notification are the primary source of information for businesses and residents and are required for all permitted filming activities in the City of Albuquerque.*

*The AFO recommends that letters of notification be distributed to surrounding home and/or businesses even if a film permit is not required*

- Use only the Letter of Notification template found on our website [www.cabq.gov/film](http://www.cabq.gov/film)
- Letters of Notification must be approved by AFO prior to distribution
- Letters of Notification must be delivered to each business and/or resident within a 200' radius of the permitted location. The area to be notified may be larger if Special Effects (SPFX), extraordinary lighting, extraordinary noise, etc. are part of the filming activities. Work with AFO to determine notification area if the latter is the case
- Letters of Notification must be distributed at least 48 hours in advance of filming
- Productions are required to notify businesses and/or residents within a 200' radius of their basecamp location at least 48 hours prior to moving in
- The production must maintain a list of all addresses notified (notification record) and next to each address should be a business/resident signature or a "left notice" indication
- The notification record must be turned in to the AFO at least 24 hours in advance of filming activities (including any prep work)
- The notification record is required in order to receive a film permit
- The AFO will forward the affected City Councilors and Neighborhood Associations a copy of your Letter of Notification
- Every letter of notification distributed to a resident or business must include a link to the Filming Guidelines and Code of Conduct for Cast and Crew

## Night Filming

*Night filming is any filming activity<sup>1</sup> that occurs between the hours of 10pm and 7am*

Night filming has the same permitting requirements as day filming with the following additional steps:

- Production may be issued a free noise permit from the Environmental Health Department upon review of film permit
- When notifying, every attempt must be made to speak with the affected home/business owner(s) to discuss the filming activities
- The Notification Record for night filming must list the address notified and then next to the address:
  - Have the home/business owner sign or
  - Indicate that the home/business owner was spoken to but didn't want to sign or
  - Make a note that a notice was left at the address
  - And must include the date and time
- Production must be prepared to address concerns of area businesses/residents when notified

# Insurance Requirements

The following are the minimum insurance requirements and are subject to change based on scope\*

\$1,000,000.00 (one million dollars)	Per occurrence
\$2,000,000.00 (two million dollars)	Policy Aggregate
\$1,000,000.00 (one million dollars)	Products Liability/Completed Operations
\$1,000,000.00 (one million dollars)	Personal and Advertising Injury
\$50,000.00 (fifty thousand dollars)	Fire - Legal
\$10,000.00 (ten thousand dollars)	Medical Payments
\$1,000,000.00 (one million dollars)	Auto Liability
In accordance with the Provision of the Worker's Compensation Act of the State of New Mexico	Worker's Compensation

\* The City of Albuquerque may require a higher insurance amount based on factors including location and nature of the filming activity

# Clean-up & Restoration

*Clean-up/Restoration locations include: base camp, crew parking and filming location(s)*

- Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition immediately upon completion of filming
- If exceptions are required, the production company must get approval from the AFO. This must be noted on the permit
- Materials and debris must be completely removed from the site and are not to be washed into storm drains

## Trash/Recycling Collection Days

*If filming or parking of your production vehicles blocks the view of waste receptacles on a trash/recycling collection day, please assist with the collection*

Arrangements should be made with the property owner of the garbage/recycling bins to:

- Relocate bins temporarily to one side of the street so that City collection vehicles only need to pass once
- Place waste bins onto the street in front of production vehicles where they will be in clear view of City collection vehicles
- Stagger production vehicles to allow public access in different directions

## Consideration

Area businesses may request compensation for loss of revenue when:

- Production vehicles are parked in front of a business
- Businesses are within a road closures/ITC area

Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming

Productions must be prepared to address concerns of area businesses/residents when notified



# Permit Denial

*Permit requests may be denied by the AFO for any one of the following reasons:*

- The date and time requested are not available for that location because another permit was issued previously
- The Albuquerque Film Office has concluded, based on specific and documented information that the applicant is unlikely to comply with the material terms of the requested permit
- The use of the location would interfere unreasonably with the operation of City functions
- The permit application is untimely or contains false or incomplete information
- The permittee is unable to comply with applicable law or regulations
- Any other reason specified on the permit or in these guidelines

# Permit Revocation

*Permits will be revoked by the AFO for any one of the following reasons:*

- A production or employee, agent or contractor of the production breaches the Code of Conduct
- Filming activities are inconsistent with what has been permitted or a change in circumstances results in the permitted activities becoming detrimental to the public peace, health, safety or general welfare
- A production or individual has failed to adhere to permit, AFO filming guidelines or applicable laws and regulations

# Parking

- Crew vehicles cannot be parked at the filming location
- Only necessary work trucks are to be parked at the filming location
- Crew parking and base camp cannot be on the streets and must be located at a predetermined location (i.e., surface lot, parking lot) as specified on the permit
- Vehicles must not block parking lot access/egress ramps or fire hydrants
- Vehicles cannot park in a fire lane
- When filling out the parking section of the film permit, all parking dates entered must include “no parking” sign set up for prep, filming and wrap dates
- “No parking” signs (obtained from a private barricade company) must be in place 24 hours in advance of parking request and must indicate:
  - “No Parking/Tow away zone”
  - Dates and times the no parking goes into effect and ends
- Production vehicles in or near a residential neighborhood cannot enter the area before the time indicated on the permit
- Production vehicles cannot block, or park in, driveways without permission from the driveway owner
- A 20’ wide lane on streets must be maintained at all times for emergency vehicle access

# Alterations to City Owned Properties

*Alterations to any City properties must be requested in writing and approved by the appropriate City Department and the City of Albuquerque Film Office*

The city properties include but are not limited to:

- Trees
- Benches
- Bus Stops
- City street lights
- City traffic signals
- City Buildings

## Filming on Private Property

- Production must obtain permission from the property owner to film on any private property
- Filming on private property may require a film permit. Please see “Do I need a permit?” for more information
- The AFO recommends that letters of notification be distributed at least 48 hours prior to filming even if a film permit is not required. Please see the “Letters of Notification” section for detailed information about notifying

## Drones

*The AFO does not issue drone permits*

All drone activity for filming must be approved by the Federal FAA as there are some very important safety guides in place including but not limited to:

- Not filming over humans or vehicles
- Height restrictions

# Intermittent Traffic Control

- Intermittent Traffic Control on roads other than residential roads cannot occur during rush hours which are 7am-9am and 4pm-6pm Monday through Friday. Rush hour restrictions may be in effect in other areas
- Traffic can be held for a maximum of 5 minutes
- All traffic control requires traffic control plans issued by a barricade company
- Any emergency roadwork or construction by City or County crews and/or private contractors under permit or contract with the appropriate department shall have priority over filming activities
- Production must use APD, BCSO or State Police for any traffic control on arterial and collector roads (non-residential roads) or as deemed necessary by the Albuquerque Film Office
- Production may use certified flaggers hired through a barricade company for traffic control on residential streets only
- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. All traffic control activities must be in compliance with the American with Disabilities Act and implementing regulations
- Productions must maintain the existing pedestrian pathways if the sidewalks can remain open during filming
- Productions must develop an alternative pedestrian pathway that is parallel to or easily reached from the current pathway if the current pathway must be closed. For example, using concrete or other crashworthy barriers for protection, pedestrians can be detoured into a channelized pathway on a road adjacent to the filming area
- If the existing pedestrian path must be closed, identifying and developing an alternative pedestrian pathway in advance of the Temporary Traffic Control (TTC) that will detour pedestrians around the TTC (for example, if the sidewalk on the same side of the street as the construction must be closed and a parallel pathway is not feasible, then pedestrians can be re-routed across the street to a parallel sidewalk)
- Per ADA requirements, any alternative pedestrian pathway must have at least the same level of accessibility as the one it is replacing, so if a paved walkway is present, an alternative walkway featuring a smooth, continuous, hard surface must be provided throughout the entire length of the temporary facility. There should be no curbs or abrupt changes in grade or terrain that could cause tripping or be a barrier to wheelchair use
- Production vehicles must comply with all Federal, State and City traffic regulations unless stated otherwise on the permit
- Except where a permit is granted for road closure, where a moving vehicle is involved, the production/individual must adhere to the posted speed limits, parking signs, traffic signals and other lawful conditions unless the film permit indicates otherwise
- A copy of the film permit must be provided to APD, BCSO or State Police in order to show what has been approved by the COA, AFO and Film Permit Committee

# Road Closures

- Road closure points must be manned at all times by law enforcement to allow for local and/or emergency vehicle access
- Road closures require traffic control plans issued by a barricade company
- Road closures must be permitted through the AFO
- During seasonal special events, including but not limited to the New Mexico State Fair, The International Balloon Fiesta, and the Holiday Shopping Season, there may be temporary moratoriums and/or limitations as to when and where closures and intermittent traffic control (ITC) can be conducted and permitted

# Contacts

## Albuquerque Film Office

- Karen Criswell [kcriswell@cabq.gov](mailto:kcriswell@cabq.gov) 505-768-3278
- Rebecca Cavalier [rcavalier@cabq.gov](mailto:rcavalier@cabq.gov) 505-768-3289
- Santana Garcia [smgarcia@cabq.gov](mailto:smgarcia@cabq.gov) 505-768-3283

*Please do not reach out to anyone on the list below until after you have contacted the AFO*

## Construction Coordination

- Martin Carrasco [mcarrasco@cabq.gov](mailto:mcarrasco@cabq.gov) 505-304-1331

## Fire Marshal

- Tim Smith [tlsmith@cabq.gov](mailto:tlsmith@cabq.gov) 505-362-4333 **CELL**  
505-764-6302 **OFFICE**

## Transit

- Sandra Saiz [scsaiz@cabq.gov](mailto:scsaiz@cabq.gov) 505-764-8931

## Chief's Overtime

- Naomi Sanchez [nsanchez@cabq.gov](mailto:nsanchez@cabq.gov) 505-768-2380

## Parking Garages (City owned)

- Maria Griego [mlgriego@cabq.gov](mailto:mlgriego@cabq.gov) 505-944-6831

## Parking Meters

- Jeremy Keiser [jkeiser@cabq.gov](mailto:jkeiser@cabq.gov) 505-350-0417

## Solid Waste

- Margaret Reyes [mreyes@cabq.gov](mailto:mreyes@cabq.gov) 505-761-8174

## Park Reservations

- Crystal Saenz [csaenz@cabq.gov](mailto:csaenz@cabq.gov) 505-857-8657

## Environmental Health

- Francelli Lugo [flugo@cabq.gov](mailto:flugo@cabq.gov) 505-761-2716

# Endnotes & Abbreviations

## **<sup>1</sup> Filming activities include:**

Move-in, move-out of filming location

Basecamp

Crew parking

Equipment set up/removal

Crew arrival

Filming

Rehearsal

## **<sup>2</sup> City property includes but is not limited to:**

Sidewalks

Streets

Alleys

Parks

Multigenerational Centers

Community Centers

Libraries

Zoo

Botanical Gardens

Parts of the Bosque

Parts of the foothills

*Please contact the City of Albuquerque Film Office for assistance in identifying property ownership*

## **<sup>3</sup> Equipment includes but is not limited to:**

Props

Sets

Lights

Electric equipment

Grip equipment

Dolly tracks

Screens

*Please contact the City of Albuquerque Film Office for assistance in identifying property ownership*

**Abbreviations:**

<b>AFO</b>	Albuquerque Film Office
<b>APD</b>	Albuquerque Police Department
<b>BCSO</b>	Bernalillo County Sheriff's Office
<b>COA</b>	City of Albuquerque
<b>ITC</b>	Intermittent Traffic Control
<b>TCP</b>	Traffic Control Plan

# Code of Conduct for Cast & Crew

*Film, photography and television productions are guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct.*

*If a production company is not adhering to this code of conduct, please contact Rebecca Cavalier with the Albuquerque Film Office at: rcavalier@cabq.gov or 505-768-3289*

1. Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition prior to the end of filming activities.
2. Letters of notification are the primary source of information for businesses and residents and are required for all permitted filming activities in the City of Albuquerque.
3. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time indicated on the permit and letter of notification.
4. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers.
5. The moving or towing of any vehicle outside of a permitted “no parking tow away zone” location is prohibited without the express permission of the vehicle owner.
6. Production vehicles shall not block, or park in, driveways without the permission of the driveway owner.
7. Pedestrian traffic cannot be restricted/redirected unless permitted.
8. Cast and crew shall not trespass on residents’ or business owners’ property. All production activity must remain within the boundaries of the property that has been permitted for filming.
9. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
10. The production shall comply with the Albuquerque Clean Indoor Air Ordinance, 9-5-5-1 et seq.
11. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers that have been provided by the production company.
12. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority and Albuquerque Film Office or property owner.
13. Film crew shall not remove city street signs without permission from the City of Albuquerque. This must be arranged through the AFO.
14. Every member of the cast and crew shall keep noise levels as low as possible at all times.
15. Cast and crew will refrain from the use of lewd or improper language.
16. It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
17. The production company/individual will comply at all times with the provisions of the filming permit, Film Guidelines and Code of Conduct.
18. A copy of the completed film permit must be on location at all times with the location department.
19. A copy of the Code of Conduct for Cast and Crew must be attached to each letter of notification distributed to businesses and residents.



# **Code of Conduct & Film, Television and Photography Guidelines Acknowledgment Form**

All companies applying for permits are required to read and follow the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct.

## **Acknowledgement**

I hereby acknowledge that I have read and understand the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct and have the authority to sign this acknowledgement on behalf of the production.

I understand that violations of the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct may result in film permits being revoked or not issued in the future.

I understand that it is my duty to share the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct with all employees, contractors and agents working for the production.

\_\_\_\_\_  
Producer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer's Printed Name