



TRANSPORTATION PUBLIC WORKS

Film Permit Process

Office of Special Events

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512-974-6501



TRANSPORTATION
PUBLIC WORKS



Film Permit Overview

- Film and Parking Permit Steps
- Film and Parking Permit Application Q's
- Film and Parking Permit Format
- AB+C Portal Application Tips
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- Parking Permit Fees & Information
- Additional Right of Way Requirements
- Best Practices
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Film and Parking Permit Steps

Step 1 – Minimum of 5 Business Days prior to Filming

- APD Application is submitted to APD Public Safety Film Review.

Step 2 – Minimum of 3 Business Days prior to Filming

- Film Permit Application is submitted via the AB+C Portal.
- **NOTE:** All documents including site map(s), notification signoffs, notification map(s), certificate of insurance and the approved APD Public Safety Film Review must be included with the application or provided at least 3 business days prior to the start of filming.

Step 3A – Minimum 2 Business Days prior to Filming

(For requests that include/affect metered parking and you'd like the Metershop to set)

- All fees paid via the AB+C Portal.

Step 3B – Minimum 1 Business Days prior to Filming

(For all other requests)

- All fees paid via the AB+C Portal.





Film and Parking Permit Application Q's

- **What information is needed for a Film Permit Application?**

- Filming location(s)
- Filming Date(s) and Times
- Contact Name(s), Email Address(es), Phone Number(s) - Billing and Onsite
- Site map(s) to include:
 - Location of non-vehicular items (Ex. Generators, Portable Restrooms, Trailers, Mobile Homes, Catering/Craft Trailers etc.)
 - Parking spaces requested per each street segment
- Notification Letters and 2nd attempt photos (for nearby residents or business owners)
- Notifications Maps (showing approved and 2nd attempts)
- APD Application Approval
- Certificate of Insurance
- Other items – if applicable:
 - Traffic Control Plan, Barricade Letter, Cap Metro Approval, Parks and Recreation Approval, Texas State Capitol Complex Approval





Film and Parking Permit Application Q's

- **Will the Metershop reserve my parking?**

- For metered parking, if you'd like the Metershop to reserve the parking, all items must be received, and all fees must be paid at least 48 business hours prior to the first day of parking space use.
 - If the fees are not paid 48 business hours prior to the first day of parking space use, the applicant is responsible for reserving their own parking using the TPW Office of Special Events approved process and materials.
- The Metershop does not reserve unmetered parking. The applicant is responsible for reserving their own parking using the TPW Office of Special Events approved process and materials.

- **What's the difference between ITC and a full closure?**

- ITC (Intermittent Traffic Control) is for temporary occupation of the right of way. This is defined as closing/using the right of way for increments of 5mins or less. ITC closures are managed by APD only.
- Full closures are needed if you are occupying a full portion of the right of way OR if temporary occupancy will exceed 5min increments. Full closures require a signed/sealed TCP and setup by a certified traffic control company.

- **How should the documents be uploaded?**

- Ideally, they should be separated by type and in PDF format. For example, the following should all be individual uploads and named as such: APD Application, Site Map, Notification Map, Parking Map (if applicable), Signoffs and 2nd Attempt Photos (in order by address number).
 - Signoffs and 2nd attempt photos can be combined or separated into two uploads based on type.
- **NOTE:** You must correctly name your files PRIOR to uploading them.





Film and Parking Permit Format

Name and Description Information

Copy and Paste Template

- **Project or Event Name:**
 - Should be the name of the production.
- **Project or Event Description - Information Needed:**
 - Date(s).
 - Daily Start and End times.
 - Street name with block numbers OR to/from cross streets.
 - Portions of right of way to be used or closed (sidewalk, parking, street, etc.).
 - Parking Information – for each block:
 - Number of spaces needed per side of the street
 - Type of vehicle or equipment to be parked.
 - **NOTE:** You don't need to include the pay station numbers or pay zones.

YYYY/MM/DD - YYYY/MM/DD - FILM - ITC/Parking/Full Closure

(1) DD/MM; 00AM - 00PM; XXXX Blk Street Name, ##### Blk Street Name.
Explanation of use (ITC, Full Closure, Parking only) on (sidewalk, street, parking etc.).

Parking: # spaces on XX of ##### Street Name for (crew vehicles, box truck, portable restroom, generator, catering truck, boom lift etc.).

(2) DD/MM; 00AM - 00PM; XXXX Blk Street Name, ##### Blk Street Name.
Explanation of use (ITC, Full Closure, Parking only) on (sidewalk, street, parking etc.).

Parking: # spaces on XX of ##### Street Name for (crew vehicles, box truck, portable restroom, generator, catering truck, boom lift etc.).

(3) DD/MM; 00AM - 00PM; XXXX Blk Street Name, ##### Blk Street Name.
Explanation of use (ITC, Full Closure, Parking only) on (sidewalk, street, parking etc.).

Parking: # spaces on XX of ##### Street Name for (crew vehicles, box truck, portable restroom, generator, catering truck, boom lift etc.).





Film and Parking Permit Format

Film Example

Parking Example

Project or Event Name *

Production Name

For the project/event name please use the following naming convention

"Project Date" - "Project Name"

Example: 4/1/19 - Blockbuster Film

Project or Event Description *

2024/04/30 - 2024/05/02 - FILM - ITC & Parking

(1) 4/30; 6AM-9PM; 1900 Blk Aldrich Ave, 1800 Blk Simond Ave.
ITC for filming on sidewalk of NC of Aldrich and EC of Simond. Sidewalks will remain open and access to businesses will not be blocked.
Parking: 8 spaces on NC of 1900 Aldrich, for crew vehicles; 12 spaces on EC of 1800 Simond for a generator, portable restroom, 2 box trucks and crew vehicles.

(2) 5/1-5/2; 6AM-9PM; 700-800 Blk of Congress Ave, 100 Blk of W. 8th St.
ITC for filming on sidewalks of Congress. Sidewalks will remain open and access to businesses will not be blocked.
Parking: 10 spaces on EC of 700 Congress, 6 spaces on EC of 800 Congress, 14 spaces on SC of 100 W. 8th St.

Project or Event Name *

Production Name

For the project/event name please use the following naming convention

"Project Date" - "Project Name"

Example: 4/1/19 - Blockbuster Film

Project or Event Description *

2024/04/01 - FILM - PARKING

7AM-7PM; 1900 Garden St.
Parking: 10 spaces on NC for 5 Box Trucks, 10 spaces on SC for Generator, Portable Restroom, 7 crew vehicles



AB+C Portal Application Tips

Selecting Properties

Use the Text Search Option:

- Only add segments you are using or requesting parking on.
- Do not add properties or individual addresses.
- Leave off any prefix and suffix and don't enter any spaces.
- **NOTE:** Map services can be inaccurate. Please make in-person checks for accurate block numbers.

PROPERTY SEARCH

Search and Select Properties using: Map Viewer Text Search

TEXT SEARCH

Identify Properties

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address. Please do not enter any spaces in the street name block, either before or after the street name.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

Note: For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

EXAMPLE: 100 West 8th Street
Enter "100" in House Number & "8th" in Street Name

Find the correct address OR street block and click "Add/Add Block"

NO SELECTED ADDRESS

SEARCH RESULT BLOCKS

From Block	To Block	Street Address	
<input type="text" value="100"/>	<input type="text" value="199"/>	E 8TH ST	<input type="button" value="Add Block"/>
<input type="text" value="100"/>	<input type="text" value="199"/>	W 8TH ST	<input type="button" value="Add Block"/>



AB+C Portal Application Tips

AREA 1 OF 3 - 800-823 CONGRESS AVE

When will your activity begin?
Select date and time. Time is in 24-hr format

When will your activity end?
Select date and time. Time is in 24-hr format

Alley Closure? Yes No

Sidewalk Closure? Yes No

Unmetered Parking Closure? Yes No

Full Pay Station/Metered Parking Closure? Yes No

Full Road Closure? Yes No

Does this information apply to all properties selected? *
 Yes No

AREA (Segment) Info

Activity Date(s)/Times:

- Include any setup and teardown days/times.

Closure Information:

- Only select the option(s) that pertain to that segment.
- If you are not closing a portion of the Right of Way, select No


Please **DO NOT** apply the selections to all segments unless they do.





Notification Process

Transportation and Public Works Department
 OFFICE OF SPECIAL EVENTS
 FILM PERMIT – PARKING PERMIT
 NOTICE OF PROPOSED CLOSURE AND SIGNOFF REQUEST



TRANSPORTATION PUBLIC WORKS

The City of Austin requires notification to a property owner/occupant, whose property is adjacent to an area sought to be utilized or closed, and provided with a map of the area which indicates all impacts to the area. The notification must indicate, by signature, whether the property owner/occupant approves or disapproves of the proposed use/closures. For additional information on City of Austin Right of Way Special Event Permit requirements please call 512-974-6501.

For additional information concerning the use described below please contact:

(Applicant Name) _____ (Phone Number) _____ (Email) _____

(Name of Film) _____ (Film Company) _____

Film Activity Information (description of filming activity in the right of way): _____

This will affect (street name(s) from cross street to cross street): _____

Activity (Date(s) and Start/End Times): _____

Parking Information (description of spaces requested - include street name, block number, curb and number of spaces requested): _____

Parking (Date(s) and Start/End Times): _____

Property Owner/Manager/Occupant/Tenant Please fill out this section completely as this information is used by the City of Austin to determine whether or not the parking activities indicated above will be approved or denied.

APPROVE DISAPPROVE Map Received? YES NO

(Print Name) (Print Title if applicable)

(Address OR Street and Block Number) (Signature)

Check One: Residence Business: _____
(Name of Business) (Phone)

Comments: _____

Notice of Proposed Closure (NOPC) Form

- Signature attempts must be made to all addresses affected by filming and/or parking requests.
- The correct/current NOPC form must be used.
- Applications will be denied if 40% or more disapprovals are received.
- Signees may be contacted to verify accuracy.
- Locations may be checked to verify compliance.
- A minimum of 2 attempts must be made.






Notification Process

NOPC Form Example & Format

- Film activity information must include what's taking place, and which segments and portions of the right of way are being used.
- Parking information must include the segment, side of the street, number of parking spaces and what will be placed in them.
- Use layman terms to describe items.
 - **EXAMPLE:** Say portable restroom and not "peemo" or "honeywagon".

Transportation and Public Works Department
 OFFICE OF SPECIAL EVENTS
 FILM PERMIT – PARKING PERMIT
 NOTICE OF PROPOSED CLOSURE AND SIGNOFF REQUEST


 TRANSPORTATION
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The City of Austin requires notification to a property owner/occupant, whose property is adjacent to an area sought to be utilized or closed, and provided with a map of the area which indicates all impacts to the area. The notification must indicate, by signature, whether the property owner/occupant approves or disapproves of the proposed use/closures. For additional information on City of Austin Right of Way Special Event Permit requirements please call 512-974-6501.

For additional information concerning the use described below please contact:

Your Name	512-123-4567	your.name@email.com
(Applicant Name)	(Phone Number)	(Email)

Production Name	Production Company Name
(Name of Film)	(Film Company)

Film Activity Information (description of filming activity in the right of way): Filming on sidewalks in Mueller.
 APD to provide intermittent sidewalk closures not exceeding 15mins at a time.

Full public access will be maintained between closures.

This will affect (street name(s) from cross street to cross street): North side of Aldrich between Simond and McBee. East side of Simond from Aldrich southeast to alley.

Activity (Date(s) and Start/End Times): 4/30/24 from 6am - 9pm

Parking Information (description of spaces requested - include street name, block number, curb and number of spaces requested): 8 spaces on north curb of 1900 Aldrich for crew vehicles and 12 spaces on east curb of 1800 Simond for a generator, portable restroom, 2 box trucks and crew vehicles.

Parking (Date(s) and Start/End Times): 4/30/24 from 6am - 9pm



Notification Process

2nd Attempt Photos



When signoffs cannot be obtained after at least 2 “good faith” attempts have been made:

- A photo must be provided.
- Photos must show the full form, address number (or list the address) and include the date of each attempt.
 - **NOTE:** If you feel painter/masking tape will damage a surface, you may hold up the form for the photo but you must leave a copy either near the door or mailbox.
- Photos should be in PDF format (JPG may be used if necessary) and must be uploaded to your application through the AB+C portal.



Parking Permit Fees & Information

Subject to change each fiscal year

- **Parking Permit Application Fee:** \$35.00
- **Parking Permit Usage Fee (metered):** \$32.00 per space, per day
- **Parking Permit Usage Fee (unmetered):** \$3.20 per space, per day
- **TPW Technology Surcharge:** 4% of application and usage fees

Parking Information:

- A typical parking space is approximately 8ft x 20ft.
- **NOTE:** The Parking Inventory Map may have out of date information and caution should be used when using the data in any way. Please make in-person checks to verify accuracy.
- **PRO TIP:** Use the measuring tool on map applications to estimate the number of spaces on an unmetered street.
- **IMPORTANT:** For metered parking spaces, if you want the Metershop to cover/reserve the spaces for you, all documents must be provided, and fees paid **AT LEAST** 48 business hours prior to the first day of parking space use.
 - **FOR EXAMPLE:** Metered parking needed on Sat/Sun/Mon must be activated before your TPW OSE contact's business hours end on Thursday.





Additional Right of Way Requirements

- Generators:
 - TPW requires generators to have Type III barricades on the front/back ends of the unit and gripper/grabber cones along the traffic edge.
 - AFD has additional requirements including being fenced on all sides.
- Portable restrooms, trailers etc. must be attached to a vehicle OR have Type III barricades on the front/back ends.
- Engineered Traffic Control Plans:
 - May be needed if your shoot does not fit a standard detail.
 - Must follow all guidelines listed in the ROW portal:
<https://atd.knack.com/row#customer-portal/services/traffic-control-plan/>





Best Practices

Important Notes

- Inform TPW Special Events **ASAP** of any changes pertaining to your shoot.
 - **NOTE:** We may require you submit an additional or new application.
- Ensure copies of the parking permit are on the dash of all vehicles parked in the reserved spaces.
- Ensure no driveways, mailboxes or access to businesses or residences are blocked.
- Have a copy of your filming permit on hand should someone request to see it.





Best Practices

Application

- Submit one application per shoot which includes all locations.
- Submit a separate application for B-roll.
- Number each location in the application description.
 - **PRO TIP:** You copy/paste into the portal.
- List all items being placed in the right of way, including generators, food trailers, portable restrooms and number and type of vehicles.

PROJECT / EVENT NAME

Project or Event Name *

Example Film Permit

For the project/event name please use the following naming convention

"Project Date" - "Project Name"

Example: 4/1/19 - Blockbuster Film

Project or Event Description *

2024/12/01 - 2024/12/31 - FILM - ITC & PARKING

(1) 12/1 - 12/7; 6am-9pm daily; 700 block Congress.

ITC for filming on EC sidewalk, 2 officers needed.

PARKING: 10 spaces on WC for crew vehicles and 6 spaces on EC for generator, grip truck, catering trailer, sprinter van.

(2) 12/8 - 12/17; 6am-9pm daily; 1800 block Simond Ave.

Full Road Closure & ITC for sidewalk, 4 officers needed.

PARKING: 12 spaces on NC for crew vehicles, 11 spaces SC for generator, camera crane, catering trailer, mobile home, 4 sprinter vans.

(3) 12/18 - 12/31; 6am-9pm daily; 5500/5600 Lakemoore Dr

No officers needed.

PARKING: 20 unmetered parking spaces total on NC & SC for 2 box trucks, 14 crew vehicles and 2 sprinter vans.



Best Practices

Site Maps

Film Production Name
Dates, Times

Filming on the sidewalk and street. ITC needed.
Parking: SC Garden, generator and 15 crew vehicles; NC Garden, portable restroom, 2 box trucks, 5 crew vehicles; WC Lynn, 5 crew vehicles

	Filming Location
	APD - ITC
	Crew Parking
	Generator
	Portable Restroom

Imagery ©2024 Airbus, CNES / Airbus, MAI

- Use a map legend with color coding.
- List and show all items being placed in the right of way (excluding standard vehicles).
- Indicate APD/ITC placement.
- Include Date(s), Times, and Location
- Include the number of parking spaces for vehicles and equipment and which side of the street they're being placed on.
- Site maps and Notification maps should be separate documents.
 - **NOTE:** If parking needs are extensive, that can also be a separate map.



Bad Practices

What Not to Do

- Film in the Right of Way (alley, street, sidewalk, parking lane) without a permit.
- Provide photos or documents that are indecipherable.
- Submit an incomplete permit less than 3 business days prior to the shoot.
- Request parking spaces without submitting a film permit.
- Include information on streets no longer needed for your request.
- Uploading duplicate documents.
- Using industry terms in an application or on signoff requests.



Bad Practices

Parking Description

ITC

Description

100 BLK of W 8th, W 9th, and W 10th St, 100 BLK of E 10th St. 38 metered spaces, PS10000208, PS10000117, PS10000119, PS10000121, and PS10000120. Add parking 700 block Congress NC. Box Trucks, Motorhome, Generator, Vans, Personal Vehicles

- Does not list spaces per street segment
- Does not list which side of the street parking is needed
- Does not list type of vehicles parked per segment.



- Equipment blocking traffic lane.
- Items in the ROW more than 15 mins.
- No lane or road closure requested.
- Items stored in parking lane.

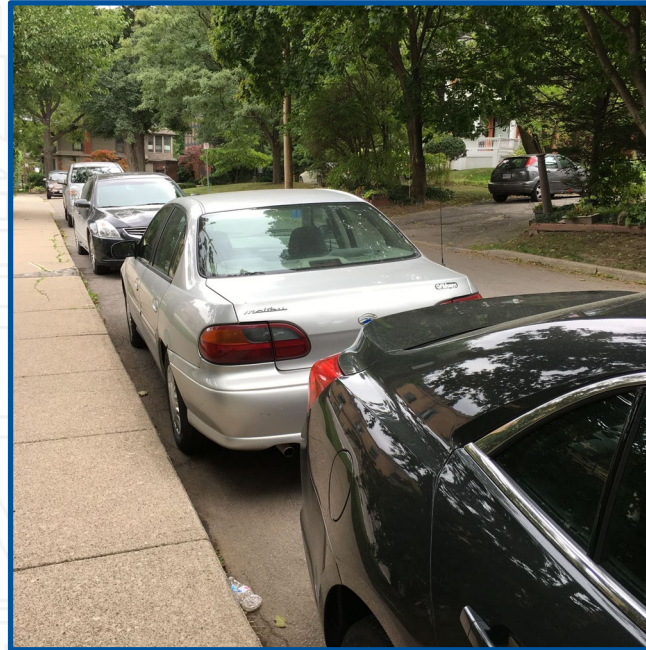
Bad Practices

Portable Restroom



- Access is in the bike lane.
- Obstructing bike lane without a closure.
- Missing Type III Devices around the unit.

Left Wheel to Curb



- Cars/Trucks/Trailers parked facing the wrong direction on the street

No Permit on Dash



- No Permit displayed on the dashboard

Bad Practices

Site Map



- Missing APD ITC placement
- Does not show parking needs on each segment.
- Did not separate site, notification and parking maps.



TRANSPORTATION PUBLIC WORKS

Thank You

