



TRANSPORTATION PUBLIC WORKS

Film Permit Process

Transportation and Public Works (TPW)

Office of Special Events (OSE)

TPWFilmPermits@austintexas.gov

512-974-6501

11/8/2024



TRANSPORTATION
PUBLIC WORKS



Film Permit Overview

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11/8/2024

Film Permit Process



TRANSPORTATION
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Film and Parking Permit Application Steps

Step 1 – Minimum of 5 Business Days prior to Filming

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

Step 2A – Minimum of 3 Business Days prior to Filming (Commercial & B-Roll)

Step 2B – Minimum of 2 Business Days prior to Filming (Student)

- Film Permit Application is submitted via the AB+C Portal.
- **NOTE:** All documents including site map(s), notification signoffs, notification record and certification, certificate of insurance and the approved APD Public Safety Film Review must be included with the application or provided at least 3 business days (2 for Student) 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 Requirements

- **Commercial/Student Information and Items needed:**

- Filming location(s)
- Filming Date(s) and Times
- Contact Name(s), Email Address(es) and Phone Number(s) - Billing and Onsite
- Site map(s) to include all items in the Right of Way:
 - Location of non-vehicular items (Ex. Generators, Portable Restrooms, Trailers, Mobile Homes, Catering/Craft Trailers, Lighting Lifts etc.)
 - Location of vehicles exceeding 9000 pounds (Ex. Box Trucks, 18-wheeler/semi/tractor trailer)
 - Parking spaces requested for standard vehicles on each street segment
- Notification Letters (for nearby residents or business owners)
- Notification Record and Certification (notarized)
- APD Application Approval
- Certificate of Insurance
- Other items – if applicable:
 - Traffic Control Plan, Barricade Letter, CapMetro Approval, Parks and Recreation Department Approval, Texas State Capitol Complex Approval





Film and Parking Permit Application Requirements

- **B-Roll Information and Items needed:**

- Filming area boundary:
 - Four segments: the northernmost, easternmost, southernmost and westernmost points
- Filming Date(s) and Times
- Contact Name(s), Email Address(es) and Phone Number(s) - Onsite
- Site map showing filming boundary and points
- APD Application Approval
- Certificate of Insurance

- **B-Roll Segments for the Downtown Area:**

- NORTH - 101-118 E MLK Blvd
- EAST - 700-715 Chicon St
- SOUTH - 2239-2308 Barton Skwy
- WEST - 1300-1317 Newfield Ln

NOTE: For B-Roll filming, crew and equipment cannot be stationary for more than 15 minutes at a time and cannot block or impede access to any portion of the right-of-way.





Film and Parking Permit Application Requirements

- **Additional Application Information:**

- Submit one application per shoot which includes all locations.
- Submit a separate application for B-Roll (even if it's associated with a stationary shoot).
- Number each location in the application description and on site maps.
- Incomplete applications can't be processed – you're responsible for ensuring it was submitted.

- **Name and Description Information:**

- **Project or Event Name:**

- Should be the name of the production.

- **Project or Event Description:**

- Should list the entire date range of the shoot and type of right-of-way use.
- Each numbered location should include:
 - Date(s) and daily start and end times.
 - Street name(s) with block numbers OR to/from cross streets.
 - Portions of right of way to be used or closed (sidewalk, parking, street, etc.) and type of use.
 - Parking Information – for each block:
 - Number of spaces needed per side and type(s) of vehicles and/or non-vehicular items being placed.
- **NOTE:** You don't need to include the pay station numbers or pay zones.
- **NOTE:** All information listed should match the site plan for that location





Film and Parking Permit Format

Copy and Paste Template

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

(Location 1) MM/DD - MM/DD; 00AM - 00PM; ##### Block Street Name, ##### Block Street Name.
Closure/Use Request (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.).

(Location 2) MM/DD - MM/DD; 00AM - 00PM; ##### Block Street Name, ##### Block Street Name.
Closure/Use Request (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.).

(Location 3) MM/DD - MM/DD; 00AM - 00PM; ##### Block Street Name, ##### Block Street Name.
Closure/Use Request (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.).

All information listed should match your site plan

B-Roll Template

YYYY/MM/DD - YYYY/MM/DD - FILM - B-Roll - 00AM - 00PM

NORTH - ##### Street Name

EAST - ##### Street Name

SOUTH - ##### Street Name

WEST ##### Street Name





Film and Parking Permit Format

Parking Only Example

Project or Event Name
For the project/event name please use the following naming convention
"Project Date" - "Project Name"
Example: 4/1/19 - Blockbuster Film
(240 characters left)

Production Name

Project or Event Description (1838 characters left)
When submitting a job description, there is basic information that is required:

- Where will the film activity take place?(Indicate street, block number, street side, and sections of ROW)
- Where is the closure requested? (List all closures including all parking space meters and all pay station kiosks and how many spaces within kiosks)

2024/12/01 - 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

Film Example

Project or Event Name
For the project/event name please use the following naming convention
"Project Date" - "Project Name"
Example: 4/1/19 - Blockbuster Film
(240 characters left)

Production Name

Project or Event Description (987 characters left)
When submitting a job description, there is basic information that is required:

- Where will the film activity take place?(Indicate street, block number, street side, and sections of ROW)
- Where is the closure requested? (List all closures including all parking space meters and all pay station kiosks and how many spaces within kiosks)

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

(Location 1) 12/1 - 12/7; 6am-9pm daily; 700-800 block Congress, 100 block E. 8th St.
ITC for filming on EC Congress sidewalk, 2 officers needed.
PARKING: 10 spaces on WC Congress for crew vehicles; 6 spaces on EC Congress for generator, grip truck, catering trailer, sprinter van; 10 spaces on SC of 8th for crew vehicles.

(Location 2) 12/8 - 12/17; 6am-9pm daily; 1800 block Simond Ave, 1900 block Aldrich Ave
Full Road Closure on Simond & ITC for SC sidewalk on Aldrich, 4 officers needed. Sidewalks will remain open and access to businesses will not be blocked.
PARKING: 12 spaces on NC Simond clear for shoot; 11 spaces SC Simond for generator, camera crane, catering trailer, mobile home, 4 sprinter vans; 6 spaces SC Aldrich for crew vehicles.

(Location 3) 12/18 - 12/31; 6am-9pm daily; 5500/5600 blocks Lakemoore Dr
Filming on private property.
PARKING: 20 unmetered parking spaces total on NC & SC for 2 box trucks, 14 crew vehicles and 2 sprinter vans.

B-Roll Example

Project or Event Name
For the project/event name please use the following naming convention
"Project Date" - "Project Name"
Example: 4/1/19 - Blockbuster Film
(240 characters left)

Production Name

Project or Event Description (1823 characters left)
When submitting a job description, there is basic information that is required:

- Where will the film activity take place?(Indicate street, block number, street side, and sections of ROW)
- Where is the closure requested? (List all closures including all parking space meters and all pay station kiosks and how many spaces within kiosks)

2024/12/01 - 2024/12/02 - FILM - B-Roll - 7am - 7pm Daily

- 101-118 E MLK Blvd - NORTH
- 2239-2308 Barton Skwy - SOUTH
- 700-715 Chicon St - EAST
- 1300-1317 Newfield Ln - WEST





Film and Parking Permit FAQ's

- **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 PDF uploads and named as such:
 - APD Application
 - Site Map
 - Parking Map (if applicable)
 - Signoffs and Notification Record and Certification (in numerical order by street)
- **NOTE:** You must correctly name your files **PRIOR** to uploading them.

- **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 5 mins or less. ITC closures are managed by APD only.
 - ITC must be in conjunction with either a Full Closure or production setup on private property.
- Full closures are needed if you are occupying a full portion of the right of way OR if temporary occupancy will exceed 5 min increments.
 - Full closures require a TCP signed/sealed by a licensed Engineer which must be setup by a certified traffic control company.



Film and Parking Permit FAQ'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 OSE approved process and materials.
 - For unmetered parking, the applicant is responsible for reserving their own parking.
- **How do I reserve unmetered parking?**
 - Cones – If no specific spaces or towing is needed.
 - Regulation 7' tall signs with tow bar/tag – If specific spaces are needed and to be able to tow.
- **Can I have vehicles towed if they're parked in the spaces I permitted?**
 - Metered parking reserved by:
 - Metershop – Yes, the signs the Metershop uses include a tow bar/tag which allows for vehicles to be removed.
 - You – Yes, **IF** you used the TPW OSE approved process and materials.
 - Unmetered parking reserved with:
 - Cones – No, we cannot tow when spaces are only reserved with cones.
 - Regulation 7' tall signs with a tow bar/tag – Yes, if they are setup following TPW OSE guidelines.



AB+C Portal Application Tips

Select Property

Identify Properties

To begin, select an **ADDRESS TYPE**

Next use the **street name field** to search for the property/segment.

TIP: You can search by the full or partial address.

TIP: Use the % sign before and after the street name or number, especially for segments.

- Example 1: 678-1/2 WILHELMINA DELCO DRIVE AUSTIN, type %678% Wilhelmina
- Example 2: 678 W 24TH HALF STREET AUSTIN, type 678 %24th%

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

Search and Select Properties using

Text Search

Map Viewer

Address Type

Segment



Street/Segment Number AND Street Name

* Required Field

Selecting Properties

- Use the **TIP** guide to help with your search.
- Under **Address Type** always choose **SEGMENT**. If you use individual properties or addresses, you'll get an error message.
- Only add segments you are using or requesting parking on.
- **NOTE:** Map services can be inaccurate. Please make in-person checks for accurate block numbers.





AB+C Portal Application Tips

Please tell us how you intend to use properties.

Area: 800-823 CONGRESS AVE

When will your activity begin?	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
When will your activity end?	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
Alley Closure?	Yes/No	
<input type="text"/>	No	
Sidewalk Closure?	Yes/No	
<input type="text"/>	No	
Unmetered Parking Closure?	Yes/No	
<input type="text"/>	No	
Full Pay Station/Metered Parking Closure?	Yes/No	
<input type="text"/>	No	
Full Road Closure?	Yes/No	
<input type="text"/>	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 or using a portion of the Right of Way, select No





Permit Fees & Parking Information

Subject to change each fiscal year

- **Film Permit Application Fee*:** \$286.00
- **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.

* At this time, the Film Permit Fee will only apply to commercial filming (not Student or B-Roll).





Notification Process

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



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.
- Filming locations may be checked to verify compliance.
- A minimum of 2 attempts must be made to collect a signature.






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
 PUBLIC WORKS

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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

Transportation and Public Works Department OFFICE OF SPECIAL EVENTS FILM NOTIFICATION SIGNOFF RECORD AND CERTIFICATION



TRANSPORTATION
PUBLIC WORKS

Events 'R Us Jane Doe 12/7/24 – 12/8/24
Production Name Applicant Name Filming Date(s)

1000 Texas St., 200 Austin Ave.
Affected Street Name(s) and Block Numbers

- I understand my request for a permit to temporarily close or use a public right-of-way, for or in conjunction with a film-making activity, requires proof in-person notifications have been made to each affected property owner, resident, and, if applicable, property manager.
- I understand the notification must include a completed FILM PERMIT NOTIFICATION OF PROPOSED CLOSURE AND SIGNOFF REQUEST (NOPC) form and a map of the area to be used which indicates all impacts to the area and obstructions to be placed in the right-of-way.
- I understand I must make at least two attempts to obtain a signed NOPC form from each property owner, resident or manager at a time and day when someone would typically be available.
- I understand if I falsify information or if an affected person was not notified, my permit will be rejected or revoked, and it could impact my ability to obtain permits in the future.
- To the best of my knowledge, the following information is a true and accurate representation of the notifications made for or in conjunction with the film-making activity noted above.

Address <i>(in numerical order by street)</i>	APV	DIS	NOTE LEFT	Notes/Comments	Date/Time Attempt 1	Date/Time Attempt 2
1001 Texas Street			X		11/30 @ 9am	12/1 @ 5pm
1002 Texas Street		X		Form attached		
1003 Texas Street			X	Neighbor said it's a vacation home	11/30 @ 9am	12/1 @ 5pm
1004 Texas Street				Vacant Lot - Construction	11/30 @ 9am	12/1 @ 5pm
200 Austin Ave	X			Form attached		
201 Austin Ave			X		11/30 @ 9am	12/1 @ 5pm
202 Austin Ave			X		11/30 @ 9am	12/1 @ 5pm
203 Austin Ave	X			Form attached		

Notification Signoff Record and Certification Example and Format

- A separate form must be completed for each filming location and must include all affected addresses.
 - However, multiple streets at the same filming location can be on the same form.
- Addresses should be listed in numerical order by street.
- It must indicate:
 - If you have a signed NOPC and if that person approved or disapproved.
 - The date and time of both attempts you made at obtaining a signature and left a signoff form and contact information.
- IT MUST BE NOTARIZED.**



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 fencing 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 TCP:
https://library.municode.com/tx/austin/codes/standards_manual?nodeId=CITY_AUSTIN_TEXASST_SE_RIES_800TRCO
 - 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 to 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 nothing is parked “left wheel to curb” – This is Texas Law.
- Ensure no driveways, mailboxes or access to businesses or residences are blocked.
- Have a copy of your film permit on hand should someone request to see it.



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

- 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.
- **NOTE:** If parking needs are extensive, please use a separate map.
- **Site maps should match your application information.**



Bad Practices

What Not to Do

- Film in the Right of Way (alley, street, sidewalk, parking lane) without a permit.
- Provide site maps 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 and parking maps.
- Disproportionate and difficult to follow call-outs.



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Thank You

