

General Permit Information

INSURANCE REQUIREMENTS

The standard insurance requirement for shooting in New Mexico is a \$1,050,000 comprehensive general liability insurance policy, (which is the limit of the New Mexico Tort Claims Act). It is required by all public permitting agencies. It must be issued in the form of an original certificate, covering the entire period of the shoot, naming the permit issuing agency and its employees as additionally insured. Additional coverage may be required for hazardous work such as highway stunts.

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TEMPORARY FOOD SERVICE PERMITS

Any food service operation not licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department. For more information call the Field Operations Division, 505-827-1840 .

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TRANSPORTATION PERMITS

Any out-of-state production vehicle more than 12,000 pounds gross vehicle weight requires a prepaid permit from the Motor Vehicle Division. The permit covers the highway use tax. Vehicles over 26,000 pounds will also be subject to a fuel tax calculated by the mile. Permits and fees can be paid in advance to the Motor Vehicle Division, Vehicle Services Bureau at 505-827-1005 . Permits may also be obtained at the Ports of Entry, though this method may cause some delays. The Ports of Entry locations and numbers are listed below.

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PORTS OF ENTRY LOCATIONS

Anthony	575-882-2471
Gallup	505-905-3265
Hobbs	575-393-4362
Lordsburg	575-542-8811
Nara Visa	575-633-2929
Raton	575-445-8419
San Juan	575-576-2461
Shiprock	505-368-4429
Texico	575-482-3271

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STATE HIGHWAY PERMITS

The New Mexico Highway & Transportation Department allows filming, with permission, on its State highways and, in some cases, the Interstate system. Before any filming begins on or next to the highway, the appropriate right-of-way district highway office must be contacted in advance for the required permit. There is no fee for shooting on a State highway. Liability insurance is required in the amount of at least \$1 million. Additional coverage may be required for hazardous work

such as highway stunts. Depending on the complexity of the shoot, intermittent traffic control may be required for the safety of the public and crew. The Highway Department permit requires either State Police officers or the appropriate County Sheriff officers for traffic control. For more information, contact the Film Office 505-476-5600 or the Assistant Traffic Services Engineer/Santa Fe, 505-827-0285 .

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STATE HIGHWAY DISTRICTS

District 1, Deming: 575-544-6621

District 2, Roswell: 575-637-7201

District 3, Albuquerque: 505-841-2700

District 4, Las Vegas: 505-454-3600

District 5, Santa Fe: 505-827-9500

District 6, Milan: 505-285-3200

The following is needed to approve a request:

Complete the required [form](#).

Obtain liability insurance covering the event in the policy amount of at least \$1,000,000 per occurrence with the New Mexico State Highway and Transportation Department named as additional insured.

The Notice of Intent to conduct a special event requires you to develop and submit a traffic control plan. For very small groups, the typical traffic control is a warning vehicle with flashing yellow lights and a warning sign driven on the shoulder (not in the driving lane) to follow the group and alert motorists of the special event before they encounter it. For a very large group (over 10 and especially for groups of more than 50), contact the Highway Dept. to arrange for the proper traffic control.

1. Number of persons in your group?
2. What type of traffic control is proposed for the event?
3. What is the exact proposed route? If city streets are to be used, you will need to work with the respective city for approval. You may need different types of traffic control for urban areas vs. rural areas.
4. It will be your responsibility to notify the local law enforcement entity in the respective area(s).

The Department wants to work with you to minimize delays to the motoring public and to establish a safe event for both participants and motorists. Once you have determined how many participants you will be proposing for this event and have touched base with an insurance company to discuss your plans and associated costs for liability insurance, please contact our office to further discuss the details of this event.

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CITY AND COUNTRY ROADS

Shooting is normally allowed on city and county roads. Permission must be requested in advance from the appropriate municipal or county government. For referral to the city and county officials, contact the Film Office, 505-476-5600 .

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TRAFFIC CONTROL & PUBLIC SAFETY

Intermittent traffic control (I.T.C.) must be coordinated with the relevant police or sheriff's office having jurisdiction. A written proposal outlining traffic control needs and a two-week lead time are requested. New Mexico State Police share jurisdiction with the respective county sheriffs. If a production company is planning to use interstate or State highways, a State highway permit is also required for traffic control.

If you plan to use New Mexico State Police officers, a memorandum of agreement is required, and a two-week lead time is requested to schedule officers. For more information, contact the State Police Legal Department, 505-827-9036 .

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NEW MEXICO DEPARTMENT OF SAFETY

For traffic or crowd control purposes, New Mexico State Police officers may be utilized. A memo of agreement is required. A two-week lead time is requested in order to schedule officers. The New Mexico Film Office will help direct you to the appropriate officials, 505-476-5600 .

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NEW MEXICO MOTOR VEHICLE DIVISION

Any production vehicle over 12,000 pounds gross vehicle weight requires a temporary permit from the Motor Vehicle Division. Vehicles will be subject to a highway use tax. To avoid unwanted delays at the port of entry stations, it is recommended that the Division be contacted by phone as soon as possible.

Norman Purdy

New Mexico Commercial Vehicle Division

2544 Camino Edward Ortiz

Santa Fe, NM 87505

(505) 476-1552 ; 476-1570 Fax or 476-1571 Fax

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CITY OF SANTA FE PERMITS

Two permits exist to use the Santa Fe area for filming:

- [City of Santa Fe Film Location Filming Permit](#)
- [County of Santa Fe Location Permit](#)

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CITY PERMIT INSTRUCTIONS

Per City of Santa Fe ordinance, a permit is required to film or photograph any commercial, motion picture, or advertisement within the city limits.

There is an initial refundable damage deposit of \$150--\$500, as well as a permitting fee of \$25/day. Though we do wish to know of your intentions to film within the city limits of Santa Fe as soon as appropriate, PLEASE DO NOT SUBMIT YOUR APPLICATION FOR A FILM PERMIT UNTIL YOU ARE SURE OF YOUR DATES, TIMES, AND SPECIFIC LOCATIONS. Changes to an approved permit require issuing a new permit with updated information, and a new application fee.

The following types of filming are exempt from the permitting and/or fee process and structure.

1. The filming of news events concerning persons, scenes, or occurrences that are newsworthy and of general public interest
2. Filming and still photography by a 501C non-profit organization with on-site personnel numbering five persons or less

WHAT IS REQUIRED TO OBTAIN A FILM PERMIT?

1. Complete the electronic film permit application ***City of Santa Fe Permit***.
2. Sign and notarize the ***Indemnification Agreement***.
3. Obtain General Liability Insurance in the amount of \$1,050,000 per occurrence naming the City of Santa Fe as an additional insured.
4. Pay the damage deposit, appropriate fees for the permit, police overtime, bagging parking meters, etc.

This application is good for up to three film locations.

ADDITIONAL NOTES:

It is the responsibility of the production company to notify all business and residential tenants who will be affected by filming. Permission to use private property must be granted in writing by property owners/landlords/property management companies before filming commences and copies of these letters filed with the Santa Fe Film Office. All structures constructed by the Production Company must be completely dismantled and the site returned to its pre-filming condition as soon as possible. Failure to do so may result in loss of damage deposit.

Please allow at least seventy-two (72) working hours for small on site shoots and at least ten (10) working days for larger production shoots to obtain an approved permit from the City of Santa Fe. Separate fees may be due to the Santa Fe Police Department or the Parking Division for such services as providing traffic control, bagging parking meters, security work and the like.

Please note this permit shall be governed by the ordinances of the City of Santa Fe and the laws of the State of New Mexico. The Applicant acting through its authorized agent, agrees to defend, protect, indemnify and hold the City of Santa Fe harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film/photography permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the film permit.

Along with your application, please submit:

- A copy of the script
- List of cast and crew members and local vendors
- Proof of General Liability Insurance naming the City of Santa Fe as an additional insured, in the amount of \$1,050,000
- A check made payable to the City of Santa Fe or cash to pay permitting fee
- Location maps showing specific streets, buildings etc.

Should you have any questions regarding permits, fees, or jurisdictions, please call Cindi Catanach at 505-955-6200 or fax 505-955-6222

American Humane Association

If you are using animals in your project, contact the American Humane Association.

Film and Television Unit

11530 Ventura Blvd. Studio City, CA 91604

818-501-0123 , Fax: 818-501-8725

Email: filmunit@americanhumane.org