

# CITY REQUIREMENTS FOR FILMING

## INSURANCE

**Note: Insurance is NOT required if ALL of the following criteria apply:**

- Production budget less than \$10,000
- Five or less total cast and crew
- Only one camera
- Production will not be filming *inside* a City facility (ex. Georgetown Steam Plant, City Hall, etc.)
- Traffic control not required
- Pedestrian traffic on sidewalks not cordoned or blocked off
- No electrical generation, wires or cables run or lights set-up
- Public parking will not be impacted

**If insurance is required, certification of liability insurance as specified below must be submitted:**

- Minimum Coverages and Limits of Liability: Commercial General Liability (CGL) or Business Liability covering Premises/Operations and Automobile Liability insurance with minimum limits of liability of \$1,000,000 each occurrence bodily injury and property damage Combined Single Limit (CSL).
- If pyrotechnics or explosives used, CGL or Business Liability insurance minimum limits of liability increased to \$2,000,000 CSL and coverage shall not exclude such perils.
- The City of Seattle ("City") shall be included as an additional insured for primary and non-contributory limits of liability under each liability insurance policy with respect to permits issued by the City. The minimum limits of liability stated above are minimum limits only and shall not operate to limit the liability of any insurer to less than the policy limits available to the named insured as stated in the declarations page. The City must be an additional insured under the permittee's total limits of liability, whether such limits are insured or self-insured, primary, excess, contingent or otherwise. The additional insured policy provision shall be as per the ISO CG 20 12 or CG 20 26 additional insured endorsement or the designated or blanket additional insured equivalent thereof.
- Certification of insurance shall be issued to the following with a minimum thirty (30) day notice of cancellation, except ten (10) day notice for cancellation on account of non-payment of premium:

**The City of Seattle**  
**Office of Film + Music**  
**P.O. Box 94708**  
**700 5<sup>th</sup> Ave, Suite 5752**  
**Seattle, WA 98124-4708**

- **An actual copy of the CGL or Business Liability additional insured policy provision must be attached to the certificate of insurance.**
- Insurance certification, including a copy of the additional insured policy provision, shall be emailed as a PDF or XLS attachment to [filloffice@seattle.gov](mailto:filloffice@seattle.gov).

So long as current certification of insurance is approved and on file with the City, it may be used for all Master Film Permits issued during the policy period.