

FILM/ MEDIA/ TELEVISION PRODUCTION PERMIT APPLICATION

Per ordinance sec. 17-10003, (a) Permit *required*. No person shall use any public property or facility, or private property, facility or residence where such use will have an impact on public property for the purpose of filming without first applying for and obtaining a permit pursuant to chapter 10 – Media Productions and permits.

PERMIT FEE: (pursuant to fee schedule based on filming details), includes \$75 processing, \$50 zoning review/ compliance fees, as applicable.

SECTION 1 GENERAL INFORMATION

Production Name _____
Proposed Filming Date(s) _____
Production Company Name _____
Production Company Permanent Address _____ City, State _____ Zip _____
Production Company Local Address _____ City, State _____ Zip _____
Production Manager _____ Email _____ Phone No. _____
Location Manager _____ Email _____ Phone No. _____
24 HR On -Site Contact _____ Email _____ Phone No. _____

SECTION 2: PRODUCTION TYPE

_____ Feature Film _____ Documentary _____ TV Series/ Program _____ Reality TV _____ TV Movie
_____ Commercial _____ PSA _____ Student Project _____ City/Government Relations Focused

Brief Description of the project: _____

SECTION 3: LOCATION DETAILS

Primary Proposed Filming Address _____
Prep Date(s) _____
Film Date(s) _____
Strike Date(s) _____
Additional Filming/ Scene locations (if applicable) (additional locations may be submitted on separate sheet of paper)
Address _____ Film Date(s) _____
Address _____ Film Date(s) _____

SECTION 4: VEHICLES AND PARKING

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production vehicles. Provide a vicinity map. _____

SECTION 5: SPECIAL EFFECTS (check all that apply)

_____ Aerial _____ Animal _____ Candles _____ Cooking on Site _____ Gunfire _____ Open Campfire _____ Propane
_____ Construction _____ Explosives _____ Fire Effects _____ Sparks _____ Stunt _____ Pyrotechnics _____ Other
_____ Tent(s) _____ Tent Size _____ Temporary Structures _____ if applicable, permit number
Location of Special Effects _____
Details of Special Effects _____
Pyro Technician Name _____ License No. _____
Lighting _____ Yes _____ No. If yes, provide details _____

Do you plan to use amplified sound? _____ Yes _____ No. If yes, type of sounds. _____
If yes, the type of sound equipment to be used. _____
_____ Start Time of Sound _____ End Time of Sound



SECTION 6: RIGHT-OF-WAY USAGE/ ROAD CLOSURE(S) (provide vicinity map/ traffic control plan/ GDOT approvals, as applicable)

Check all that apply

Lane Closure _____ Yes _____ No. If yes, details(s) of closure _____ Full Street _____ Sidewalk _____ Utility _____

Location of Closure _____

Date(s) of Closure _____ Start Time(s) _____ End Time(s) _____

Additional Detail(s) _____

SECTION 7: SECURITY PLAN

Security Plan Summary (attach plan of action or briefly describe security plan to include but not limited to crowd control, internal security, and venue safety)

_____ Number of Police Officers Hired (POST-Certified off-duty law enforcement personnel only)

Off-Duty Officer(s) Agency _____

Lead Officer _____ Email _____ Phone No. _____

TRAFFIC _____ Fixed _____ Mobile. CROWD CONTROL _____ Fixed _____ Mobile

ADDITIONAL PRIVATE SECURITY _____ Yes _____ No

Contact _____ Email _____ Phone No. _____

SECTION 8: ADDITIONAL REQUESTED SERVICES

_____ Police. DETAILS _____

_____ Fire/ FSO. DETAILS _____

_____ Sanitation / Clean Up. DETAILS _____

SECTION 9: ADDITIONAL INFORMATION

In addition to the completed film permit application please ensure the following are provided.

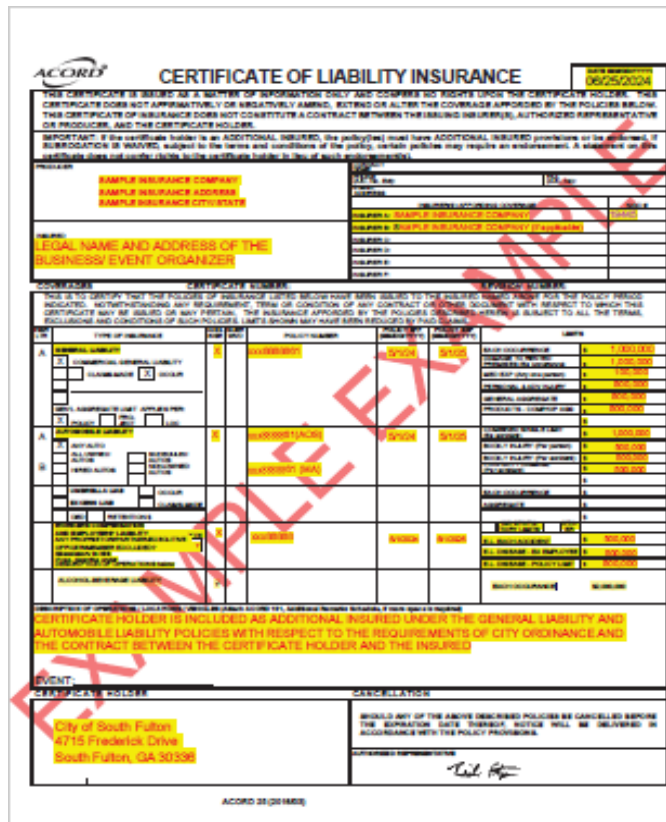
1. A summary of the filming activities (i.e. interior, exterior, special effects, number of crew members/ participants on site)
2. Traffic control plan and/or detour route (ONLY if application includes request for FULL street, lane, or sidewalk closure)
 - a. Must include the number of lanes on the street and necessary signage. Must follow MUTCD (Manual Uniform Traffic Control Devices) guidelines; Please use the link <http://mutcd.fhwa.dot.gov/hlm/2003r1r2/part6/part6-toc.htm>
 - b. If filming activity/ closure is along a state route, please provide GDOT closure/ route approval or a statement advising activity(ies) is/are exempt from GDOT review/approval
3. Completed security plan
 - a. Must include a police officer as security coordinator
 - i. Police officers, signage, and barricades must be in place at all filming locations at all times.
 - ii. All signage must be removed upon completion of filming or fines may be imposed
4. Fire rescue plan
 - a. ONLY if permit requests explosions, sparks, pyrotechnics, or any other fire effect or element
 - b. For generator requirements, please contact crr@cityofsouthfultonga.gov for instructions.
 - c. Indicate there will be someone certified and able to administer CPR if needed.
5. Copy of a one-page notification of filming sent to residents and businesses within a 200-foot radius of the requested closure(s) or filming location (per code section 17-10008)
 - a. A signed, dated letter from the applicant listing the addresses and date of delivery of notification letter.

Sec. 17-10008. - Filming regulations.

- (a) *Residential locations.* Filming in residential neighborhoods shall be limited to the hours between 7:00 a.m. and 10:00 p.m. Eastern Standard Time.
- (b) *Notification.* Permittees must provide all residents, businesses and merchants within a 200-foot radius of the film location written notice of the dates, times, location addresses and production company contact at least 72 hours prior to the first film activity, or 12 hours in case of expedited review applications. If a permittee requires on-street parking for production vehicles, residents, businesses and merchants impacted by the parking requirements must receive written notice at least 24 hours prior to the arrival of the vehicles.

1. Please provide a COI (certificate of insurance) – All productions are required to maintain public liability insurance policies for filming locations within the City of South Fulton. Proof of insurance coverage for general liability, automotive liability, and workers' comp and employer's liability of at least \$1,000,000.
 - a. Statutory Workers' Compensation Insurance
 - b. Employers Liability: Bodily Injury by Accident - \$500,000 each accident/ Bodily Injury by Disease - \$500,000 policy limit/ Bodily Injury by Disease - \$500,000 each employee
 - c. Commercial General Liability Insurance: \$1,000,000 limit of liability per occurrence for bodily injury and property damage
 - d. Auto Liability Insurance: \$1,000,000 limit of liability per occurrence for bodily injury and property damage/ Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles/ Additional Insured Endorsement/ Contractual Liability

ALSO, all coverage limits for activities on city owned property(ties) is \$2,000,000 and the COI should note the City of South Fulton as an additional insured (an example COI is attached for your review and reference).



ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND DOES NOT PROVIDE UNDER THE CERTIFICATE POLICY. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BENEATH. THIS CERTIFICATE OF LIABILITY DOES NOT CONSTITUTE A CONTRACT BETWEEN THE INSURED INSUREE, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must have ADDITIONAL INSURED provisions so as defined, if ENDORSEMENT IS REQUIRED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement of this certificate does not constitute a contract between the certificate holder and the City of South Fulton.

PRODUCER: SAMPLE INSURANCE COMPANY
SAMPLE INSURANCE ADDRESS
SAMPLE INSURANCE CITY/STATE

LEGAL NAME AND ADDRESS OF THE BUSINESS EVENT ORGANIZER:

COVERAGE: CERTIFICATE NUMBER: EX-123456789

TYPE OF INSURANCE	COI CODE	POLICY NUMBER	INSURED	INSURED TYPE	LIMITS
A. General Liability					
1. Commercial General Liability	1	123456789	123456789	123456789	1,000,000
2. Commercial Automobile Liability	2	123456789	123456789	123456789	1,000,000
3. Commercial Umbrella Liability	3	123456789	123456789	123456789	1,000,000
4. Commercial Excess Liability	4	123456789	123456789	123456789	1,000,000
5. Commercial Supplemental Liability	5	123456789	123456789	123456789	1,000,000
6. Commercial Contractual Liability	6	123456789	123456789	123456789	1,000,000
7. Commercial Products Liability	7	123456789	123456789	123456789	1,000,000
8. Commercial Services Liability	8	123456789	123456789	123456789	1,000,000
9. Commercial Professional Liability	9	123456789	123456789	123456789	1,000,000
10. Commercial Directors and Officers Liability	10	123456789	123456789	123456789	1,000,000
11. Commercial Employment Practices Liability	11	123456789	123456789	123456789	1,000,000
12. Commercial Cyber Liability	12	123456789	123456789	123456789	1,000,000
13. Commercial Data Breach Liability	13	123456789	123456789	123456789	1,000,000
14. Commercial Intellectual Property Liability	14	123456789	123456789	123456789	1,000,000
15. Commercial Environmental Liability	15	123456789	123456789	123456789	1,000,000
16. Commercial Pollution Liability	16	123456789	123456789	123456789	1,000,000
17. Commercial Nuclear Liability	17	123456789	123456789	123456789	1,000,000
18. Commercial Terrorism Liability	18	123456789	123456789	123456789	1,000,000
19. Commercial War and Civil Disturbance Liability	19	123456789	123456789	123456789	1,000,000
20. Commercial Crime Liability	20	123456789	123456789	123456789	1,000,000
21. Commercial Fidelity Liability	21	123456789	123456789	123456789	1,000,000
22. Commercial Forgery Liability	22	123456789	123456789	123456789	1,000,000
23. Commercial Money and Securities Liability	23	123456789	123456789	123456789	1,000,000
24. Commercial Computer Liability	24	123456789	123456789	123456789	1,000,000
25. Commercial Media Liability	25	123456789	123456789	123456789	1,000,000
26. Commercial Advertising Liability	26	123456789	123456789	123456789	1,000,000
27. Commercial Public Relations Liability	27	123456789	123456789	123456789	1,000,000
28. Commercial Entertainment Liability	28	123456789	123456789	123456789	1,000,000
29. Commercial Event Liability	29	123456789	123456789	123456789	1,000,000
30. Commercial Festival Liability	30	123456789	123456789	123456789	1,000,000
31. Commercial Fair and Trade Show Liability	31	123456789	123456789	123456789	1,000,000
32. Commercial Conference Liability	32	123456789	123456789	123456789	1,000,000
33. Commercial Convention Liability	33	123456789	123456789	123456789	1,000,000
34. Commercial Banquet Liability	34	123456789	123456789	123456789	1,000,000
35. Commercial Reception Liability	35	123456789	123456789	123456789	1,000,000
36. Commercial Wedding Liability	36	123456789	123456789	123456789	1,000,000
37. Commercial Social Event Liability	37	123456789	123456789	123456789	1,000,000
38. Commercial Fundraising Liability	38	123456789	123456789	123456789	1,000,000
39. Commercial Charity Event Liability	39	123456789	123456789	123456789	1,000,000
40. Commercial Religious Event Liability	40	123456789	123456789	123456789	1,000,000
41. Commercial Educational Event Liability	41	123456789	123456789	123456789	1,000,000
42. Commercial Government Event Liability	42	123456789	123456789	123456789	1,000,000
43. Commercial Military Event Liability	43	123456789	123456789	123456789	1,000,000
44. Commercial Law Enforcement Event Liability	44	123456789	123456789	123456789	1,000,000
45. Commercial Fire Department Event Liability	45	123456789	123456789	123456789	1,000,000
46. Commercial Police Department Event Liability	46	123456789	123456789	123456789	1,000,000
47. Commercial Sheriff's Office Event Liability	47	123456789	123456789	123456789	1,000,000
48. Commercial Court Event Liability	48	123456789	123456789	123456789	1,000,000
49. Commercial District Court Event Liability	49	123456789	123456789	123456789	1,000,000
50. Commercial Superior Court Event Liability	50	123456789	123456789	123456789	1,000,000
51. Commercial Appellate Court Event Liability	51	123456789	123456789	123456789	1,000,000
52. Commercial State Supreme Court Event Liability	52	123456789	123456789	123456789	1,000,000
53. Commercial U.S. District Court Event Liability	53	123456789	123456789	123456789	1,000,000
54. Commercial U.S. Circuit Court of Appeals Event Liability	54	123456789	123456789	123456789	1,000,000
55. Commercial U.S. Supreme Court Event Liability	55	123456789	123456789	123456789	1,000,000
56. Commercial International Court Event Liability	56	123456789	123456789	123456789	1,000,000
57. Commercial Arbitration Event Liability	57	123456789	123456789	123456789	1,000,000
58. Commercial Mediation Event Liability	58	123456789	123456789	123456789	1,000,000
59. Commercial Conciliation Event Liability	59	123456789	123456789	123456789	1,000,000
60. Commercial Dispute Resolution Event Liability	60	123456789	123456789	123456789	1,000,000
61. Commercial Alternative Dispute Resolution Event Liability	61	123456789	123456789	123456789	1,000,000
62. Commercial Non-Adversarial Dispute Resolution Event Liability	62	123456789	123456789	123456789	1,000,000
63. Commercial Restorative Justice Event Liability	63	123456789	123456789	123456789	1,000,000
64. Commercial Transformative Justice Event Liability	64	123456789	123456789	123456789	1,000,000
65. Commercial Healing Justice Event Liability	65	123456789	123456789	123456789	1,000,000
66. Commercial Community Justice Event Liability	66	123456789	123456789	123456789	1,000,000
67. Commercial Peacemaking Event Liability	67	123456789	123456789	123456789	1,000,000
68. Commercial Dialogue Event Liability	68	123456789	123456789	123456789	1,000,000
69. Commercial Listening Event Liability	69	123456789	123456789	123456789	1,000,000
70. Commercial Empathy Event Liability	70	123456789	123456789	123456789	1,000,000
71. Commercial Compassion Event Liability	71	123456789	123456789	123456789	1,000,000
72. Commercial Kindness Event Liability	72	123456789	123456789	123456789	1,000,000
73. Commercial Generosity Event Liability	73	123456789	123456789	123456789	1,000,000
74. Commercial Gratitude Event Liability	74	123456789	123456789	123456789	1,000,000
75. Commercial Hope Event Liability	75	123456789	123456789	123456789	1,000,000
76. Commercial Faith Event Liability	76	123456789	123456789	123456789	1,000,000
77. Commercial Love Event Liability	77	123456789	123456789	123456789	1,000,000
78. Commercial Peace Event Liability	78	123456789	123456789	123456789	1,000,000
79. Commercial Unity Event Liability	79	123456789	123456789	123456789	1,000,000
80. Commercial Harmony Event Liability	80	123456789	123456789	123456789	1,000,000
81. Commercial Cooperation Event Liability	81	123456789	123456789	123456789	1,000,000
82. Commercial Teamwork Event Liability	82	123456789	123456789	123456789	1,000,000
83. Commercial Synergy Event Liability	83	123456789	123456789	123456789	1,000,000
84. Commercial Interdependence Event Liability	84	123456789	123456789	123456789	1,000,000
85. Commercial Mutual Benefit Event Liability	85	123456789	123456789	123456789	1,000,000
86. Commercial Win-Win Event Liability	86	123456789	123456789	123456789	1,000,000
87. Commercial No-Lose Event Liability	87	123456789	123456789	123456789	1,000,000
88. Commercial Positive Event Liability	88	123456789	123456789	123456789	1,000,000
89. Commercial Good Event Liability	89	123456789	123456789	123456789	1,000,000
90. Commercial Right Event Liability	90	123456789	123456789	123456789	1,000,000
91. Commercial Just Event Liability	91	123456789	123456789	123456789	1,000,000
92. Commercial Fair Event Liability	92	123456789	123456789	123456789	1,000,000
93. Commercial Equitable Event Liability	93	123456789	123456789	123456789	1,000,000
94. Commercial Reasonable Event Liability	94	123456789	123456789	123456789	1,000,000
95. Commercial Proportional Event Liability	95	123456789	123456789	123456789	1,000,000
96. Commercial Appropriate Event Liability	96	123456789	123456789	123456789	1,000,000
97. Commercial Suitable Event Liability	97	123456789	123456789	123456789	1,000,000
98. Commercial Proper Event Liability	98	123456789	123456789	123456789	1,000,000
99. Commercial Correct Event Liability	99	123456789	123456789	123456789	1,000,000
100. Commercial Righteous Event Liability	100	123456789	123456789	123456789	1,000,000

EVENT: City of South Fulton
5715 Fredericks Drive
South Fulton, GA 30336

CERTIFICATE HOLDER: City of South Fulton

DECLARATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE SIGNATURE DATE THROUGH NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

SIGNATURE: [Signature]

ACORD 20 (01/2018)

2. A building permit application may be required for construction. (See CoSF Ordinance sec. 703 for permit requirements.)



FILM PERMIT APPLICATION

PROPERTY OWNER AUTHORIZATION AFFIDAVIT

I swear that I am the owner of the property subject to the attached application, as recorded in the property records of Fulton County, Georgia and I authorize the applicant to use my property as outlined herein.

Food Truck Owner/ Business Name _____

Property Owner Name _____

Address of Subject Property _____

Telephone Number _____

Email Address _____

Signature of Owner

Personally appeared before me _____, who swears the information contained in this authorization is true and correct to the best of his/ her knowledge and belief.

Sworn and attested before me this _____ day of _____ 20____.

Notary Public _____
(seal & expiration)

SECTION 10: TERMS AND CONDITIONS

The applicant must adhere to all ordinances of the city and terms and conditions set forth in the permit, including without limitation of compliance to the following rules

1.
The undersigned hereby acknowledges responsibility for adherence to all terms and conditions hereof as well as Federal and State laws and CoSF ordinances.
2.
The undersigned assumes liability for any and all damages occurring as a result or in connection with the undersigned's use of any City of South Fulton property.
3.
The undersigned acknowledges that the City of South Fulton assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above-described event.
4.
The undersigned certifies that the information contained herein, and in the application, form is true and correct.
5.
All applicants must submit a security plan that is approved by the Chief of Police or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of South Fulton Police Department based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce CoSF ordinance and State Law.
6.
Any and all change requests must be received at least one business day prior to the shoot.
7.
The applicant must obtain insurance coverage for the shoot.
8.
If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
9.
Fire Marshal's Office shall conduct life safety inspections, fire inspections, and site/structural inspections
10.
Development Services shall inspect all work requiring a permit.

Company's Name

Applicant's Name

Title

I, the applicant noted above, certify that I have received, read, and understand and will comply with the terms of conditions, applicable ordinances and laws governing the City of South Fulton and the information contained in this permit application is true and correct.

Sworn and attested before me this _____ day of _____, 20_____.

Notary Public

(seal & expiration)



SECTION 11: INDEMNITY AGREEMENT

The undersigned, in exchange for being permitted to use the streets and public places of City of South Fulton for commercial purposes, and for the issuance of a licenses for such purposes, does hereby indemnify and agree to hold harmless the City of South Fulton, its Officers, Agents, and Employees against any and all loss, damage, costs and expenses, including but not limited to attorney's fees and court costs that they may incur in litigation resulting from the activities of the undersigned, and the undersigned, and the undersigned agrees to pay and discharge forthwith and on demand each and every debt obligation or claim with may validly be asserted against City of South Fulton, its Agents, Officers and Employees.

Signature

Date

Printed Name

Production Company Name

Sworn and attested before ne this _____ day of _____, 20_____.

Notary Public _____
(seal & expiration date)

FILM PERMIT APPLICATION PACKET CHECKLIST

Indicate "X" (item completed/ attached) OR "N/A," (item is not applicable).

- ____ Completed Film Permit Application, including Indemnity Agreement (signed and notarized)
- ____ Copy of Notice of Filming **AND** List of Addresses receiving the notice, **AND** notarized statement of notice Delivery
- ____ Traffic Control Plan
- ____ GDOT Approval/ GDOT Exemption (for state routes being utilized)
- ____ Completed (detailed) Security Plan
- ____ Property Owner's Authorization (signed and notarized)
- (notarized written permission statement of the property owner(s) as they appear on the current tax records of Fulton County as retrieved by the County's Geographic Information System (GIS). If the current ownership has recently changed and does not match the GIS record the applicant may provide a copy of the new deed as proof of ownership. A 24-hour contact number of the property owner(s) shall be provided along with this permit application.)**
- ____ Valid Business License or Occupational Tax Permit for the Production Company (Issued by any municipal authority in Georgia or State of Georgia Registration)
- ____ Valid State Photo Identification for Business Owner/ Authorized Representative/ Permit Applicant
- ____ Certificate of Insurance (Proof of insurance coverage for general liability, automotive liability, and workers' comp and employer's liability)
- ____ Filming on the City of South Fulton properties – COI w/ required coverage
- ____ Review/ Acknowledgement of the current film permit fee schedule

FILM PERMIT	
	Fee Amount
Film Permit Inspection and Site Plan	\$75.00
Film Permit Application Fee	\$75.00
Filming: >30 days prior	\$250.00
Filming: 15-29 day prior	\$300.00
Filming: 6-14 days prior	\$500.00
Filming: Expedited (≤5 days)	\$750.00
Additional "Disturb the Peace" Fee <i>Note: Including but not limited to filming that includes loud/abrupt sounds such as loud voices, music, etc.</i>	\$500.00
Road Closure Fee	\$300.00
Use of City Equipment	Varies
Security Deposit (refundable)	\$5,000.00
Use of City Property (Facilities/Buildings/Grounds/Fields)	\$1,000.00 per facility
Violations	Up to \$1,000.00 per violation

NOTE: Completed applications packets may be submitted to permits@cityofsouthfultonga.gov OR dropped off:

City of South Fulton City Hall c/o: Development Services: Permits
5440 Fulton Industrial Blvd, SW.
South Fulton, GA 30336



Community Development & Regulatory Affairs - Development Services
5440 Fulton Industrial Blvd, South Fulton, GA 30336
email: filmpermits@cityofsouthfultonga.gov 470.809.7200 option 1

For CoSF Staff Use ONLY

PLANNING & ZONING REVIEW

Reviewer Name _____

Reviewer Position _____

Review Date _____ Review Approval Date _____

POLICE REVIEW

Reviewer Name _____

Reviewer Position _____

Review Date _____ Review Approval Date _____

FIRE REVIEW

Reviewer Name _____

Reviewer Position _____

Review Date _____ Review Approval Date _____

TRANSPORTATION/ ROADS REVIEW

Reviewer Name _____

Reviewer Position _____

Review Date _____ Review Approval Date _____

RISK MANAGEMENT

Reviewer Name _____

Reviewer Position _____

Review Date _____ Review Approval Date _____

Internal Use Only:

FILM PERMIT # _____

AMOUNT PAID _____ **DATE** _____