



CHAMBLEE FILM PERMIT APPLICATION CHECKLIST

Application should be submitted fully completed at least 5 business days in advance of production. Applications or documents submitted after the close of business (5:00 PM EST) on any given day will not be counted as RECEIVED until the next business day. If not submitted at least 5 business days in advance, a \$300.00 rush fee will apply.

1. **Verify Film Location:** Confirm the intended filming address is in the City of Chamblee city limits on the [city's GIS map](#) before submitting application.
2. **Review Film Permit Ordinance and Fee Schedule.**
3. **Submit Permit Application and All Required Documents:** Fill out the Film Permit Application in the FilmApp portal:
<https://app2.apply4.com/filmapp/usa/chamblee> **Note that the \$500.00 application fee is non-refundable and must be paid upfront upon submission**
 - Application**
 - Signed City of Chamblee Indemnity Form**
 - Certificate of Insurance**
 - Ensure COI names City of Chamblee (3518 Broad Street, Chamblee, GA 30341) as the certificate holder.
 - Minimum limits of insurance coverage shall not be less than \$1,000,000.00 per occurrence.
 - Detailed Site Plans** for each site (filming, parking, basecamp).
 - Emergency Exit Plans** for each site (filming, parking, basecamp) required by DeKalb County Fire Marshal.
 - Neighborhood Notification Letter**
 - Permittees must provide all residents and businesses within a 500-foot radius of the film location notice of the dates, times, location addresses and production company contact at least 48 hours prior to the first film activity.
 - Traffic Control Plan**
 - If requesting ITC, road/lane closures, or sidewalk closures.
 - Follow MUTCD guidelines; no hand-drawn plans accepted.
 - Property Agreements**
 - Proof of permission signed by property owner for each filming, parking, basecamp, or other location related to the production.



Staff Review and Permit Issuance

Once the permit application has been received, film permit staff will review.

- If more documents are needed, the application will be marked and sent back as “**Info Required.**” The applicant must then upload necessary required documents and “Resubmit.”
- The application will then be sent to pertinent City Departments and DeKalb Fire Marshal for review.
- Once approved, an invoice will be sent to the applicant via the Apply4 FilmApp portal, which will include the applicable fees below.
- Once the invoice has been paid, either online with a credit card or via a check, the film permit will be issued.
- Should changes need to be made, the applicant will need to update the application, and a new permit will be issued.
- Keep a copy of the permit and all location agreements with you for the duration of filming.

For questions, please contact:

Katie Sears at KSears@chambleega.gov or call 470-395-2342 OR 470-622-9271

Ashley Youmans at AYoumans@chambleega.gov or call 470-395-2337 OR 470-512-3067



Permit Fees

Film Production Permit (This is in addition to any fee charged in another department)	Approved 2026
Application Fee *non-refundable*	\$500.00
Cancellation Fee (cancellation fee for project given approval but cancelled by applicant prior to obtaining permit)	\$250.00
Film Permit (per day)	\$150.00
Parking (per day and per location: For parking services only for base camp, crew or trucks)	\$150.00
Chamblee Police (per officer and per hour, with a minimum of 4 hours)	\$100.00
Street Closure (per day)	\$500.00
City Park Rental (per day and per location)	\$500.00
Fire Marshal Fee (per location and per basecamp)	\$100.00
Community Building - Keswick Park (per day)	\$500.00
Rush Fee (application submitted in full with less than 5 business days' notice)	\$300.00
Fee for filming done without a permit	200% of the original permit fee



Useful Documents Location



✉ film@chambleega.gov

☎ (770) 986-5010

Welcome to FilmApp Chamblee

To support the City of Chamblee's rapidly expanding film industry, the City has streamlined the permitting process for film productions with the launch of our new online application software FilmApp Chamblee. In addition to streamlining the permitting process for film productions in the City of Chamblee, the City will also be responsible for the following:

- Coordinating the issuance of permits for productions filming in the City of Chamblee
- Facilitating communication between producers and city agencies
- Minimizing potential inconveniences to local residents and businesses affected by film production
- Partnering with the Georgia Film, Music & Digital Entertainment Office and other partners to market the City of Chamblee as a leading center for film, culture, and entertainment
- Managing and promoting the initiatives of the City of Chamblee

NOTE: A film permit is NOT required for filming on public property for newsgathering purposes. This exemption includes the following: current news productions, including reporters, photographers or cameramen in the employment of a newspaper, news service, broadcasting station or similar entity engaged in the broadcasting of news events; productions conducted by the DeKalb School System or other government organizations; filming associated with any rallies, protests, and demonstrations taking place on public property without obtaining a filming permit. Please see the filming ordinance to your right for more information.

Before you get started, be sure to check [the City's GIS map](#) to ensure production will occur within the city limits and review the checklist below for necessary guidelines and helpful information to have a successful film shoot in the City of Chamblee. All of the supplementary forms you will need can be found to your right.

We know you have a choice to film anywhere, and we thank you for choosing the City of Chamblee as the location for your creative vision.

Best Wishes for a great shoot!

The City Of Chamblee City Hall:
 3518 Broad Street, Chamblee, GA 30341
 8:30 AM - 5:00 PM EST
 Monday - Friday
 Contact: ksears@chambleega.gov
 Main: 770-986-5010

Apply for Permit

Please follow this link to begin your application

Apply for Permit

[Click here to see your existing applications](#)

Useful Documents

- ↓ Chamblee Film Ordinance
- ↓ Traffic Control Plan Example
- ↓ Keswick Community Building Rental Form
- ↓ Film Production Fees
- ↓ City of Chamblee W9
- ↓ DeKalb County Fire Safety Procedure
- ↓ City of Chamblee Indemnity Form
- ↓ Sample Neighborhood Notification Letter
- ↓ FAA UAS part 107 Drone Use Regulations