



FAMILY PORTRAIT PHOTOGRAPHERS GUIDE

APPLY4 FILMAPP PERMITTING SYSTEM, FILM LAUDERDALE / BROWARD COUNTY

Welcome to Film Lauderdale’s user-friendly FilmApp permitting system! The link to the application platform is found at app2.apply4.com/filmapp/usa/filmlauderdale

First-time users of FilmApp must register upfront:

- Click “Apply for Permit” at the top right of the [landing page](#).
- Select “open a new account”, linked beneath the email and password fields.
- Enter your name, phone, email, and password information. You will receive a confirmation email once your account is set up.

Each time you log in after that, FilmApp automatically populates key fields on the applications, saving you time. There is a dashboard where you can manage all of your applications, as well as submit questions and track the responses.

Before you apply for a permit, make sure you have the following:

- Confirmed location(s), shoot date(s), shoot time(s)
- Total number of cast & crew
- Number/type of vehicles and requested parking plan
- Detailed description of the filming activities (scenes, project description, etc)
- List of equipment, props, and catering plans (if applicable)
- A certificate of insurance (COI) that meets the [standard requirements](#) of the permitting process, with the municipality associated with the filming location listed as [certificate holder](#) (if you are not certain before you apply, the Film Commission team will provide guidance via email)
- Production company name and address (must match the name of the insured on the COI)
- Emergency contact name, phone number, and email address of a production representative that will be onsite during filming.
- Any associated maps, diagrams, or other supplemental documents.

To submit a permit application:

- Click “Apply for Permit” at the top right of the [landing page](#) and login to your account.
- The first section (as shown on the left) is titled “Production”.
 - You will be prompted to crew a new production or apply to one of your existing production applications. NOTE: Portrait Photographers should not use the same

- project name for each new family portrait session. If you are accustomed to naming your project “Family shoot” or something general of that sort, start giving them specific names associated with client names, dates, or seasons (i.e. Valentines Mini Session February 2025). If you choose an existing project name for each shoot, your final permit will have dozens of previously approved locations listed, so it is best for clarity to name each photoshoot something unique.
- Fill in all details to the best of your knowledge. Estimates are acceptable. Once all field are complete, select “Next: Company” at the bottom right. The Production section should now have a green check mark.
 - The second section is titled “Company”
 - You will be prompted to enter a new company or select an existing company. As long as the certificate of insurance (COI) matches an existing company you have listed associated with your account, you may choose from the existing drop down list. Otherwise, you will need to create a new company profile that matches the insured name on your COI.
 - There is an “Invoice Details” section at the bottom of the page. You will not be asked to enter financial information and you will not be charged. This is only to gather billing information should any service costs be associated with your production. The Film Commission will provide your invoicing details to the municipality/department to process payment. The Film Commission does not charge or take payments for any services.
 - Fill in all details to the best of your knowledge. Once all field are complete, select “Next: Insurance” at the bottom right. The Company section should now have a green check mark.
 - The third section is titled “Insurance”
 - You will be asked if you are ready to upload your insurance certificate. If you do not have it ready to upload, select “No” and you can note the reason (i.e. need certificate holder information, don’t have an insurance policy yet, COI already on file with Film Commission, etc). If you select “Yes”, fill in the requested information and upload your certificate.
 - Once all field are complete, select “Next: Shoots” at the bottom right. The Insurance section should now have a green check mark.
 - The fourth section is titled “Shoots”
 - Click the blue button “Add new shoot”
 - Select “Standard Filming/Photoshoot on Location”
 - Enter the location of your shoot. If the location does not come up in the drop down menu, simply enter the full street, city, state, and zip code, then click “Select Location” below. On the drop down, click NOT IN LIST – FIND ON MAP.
 - Under Location Type, select the city where your location is located.
 - Under Location details, you can add specific details (i.e. set up near the bridge by the lake, using exteriors only, field behind the playground, etc)

- Under “Additional location information”, select the municipality / city where your location is located to the best of your ability. This can be corrected by the Film Commission admin if you accidentally select the wrong choice. There will be a pop-up showing you the certificate holder language for that city once selected, in case you need it.
 - Under “Schedule Information”, “Shoot Information”, and “Requirements”, complete all fields to the best of your knowledge. In the Requirements section there are blue question mark icons with helpful hints if you aren’t sure how to answer each question. Even if you are applying for a small-scale, low-impact shoot, you must still answer each question so that you are fully confirming all details for the permit agreement.
 - Under “Drone” section, if you select “Yes”, you will be required to disclose the Location, Date, and Time of the anticipated drone operation for the purposes of the film permit. You will also have the option to upload associated drone documentation, but you are not required to do so. The drone operator must abide by the FAA’s Part 107 rules and regulations, but they may obtain FAA clearances / required waivers themselves directly through the FAA’s site if preferred.
 - Under “Emergency contact on set”, enter the contact details for a production representative who will be present during filming. This may be the same as the applicant but only if they will be physically present at the production.
 - Once all information is entered, select “Accept” at the bottom right. If you did not have all of the required fields completed, the Shoots section will not have a green check mark, and you will be required to go back and fill in those fields before you can select “Submit Application”.
- The fifth section is titled “Documents”
 - As you will see, this section already has the green check mark. That is because you are not required to upload any documents, but you are welcomed to provide things like site maps, previous photo samples, etc. here if you would like to provide additional materials.
 - Once all field are complete, select “Next: Summary” at the bottom right.
- The sixth section is “Summary”
 - Review all submission details for accuracy. You can make edits in each section as necessary.
 - Once complete, select “Submit Application” at the bottom or top right of the page.

Once your application is submitted and accepted into the queue by Film Commission staff, you will not be able to make edits. You can login to check on the status of the application at any time, but if you need to make adjustments, email film@filmlauderdale.org, or call 954-357-8788, to ask that the application be sent back to you for revision (Inf Req status).

While this system does allow for internal messaging, Film Lauderdale will continue messaging via standard email if clarifications or additional steps are needed for your application. You may

receive auto emails through the Apply4 FilmApp system as the status of your application changes, but please expect to receive urgent updates and your final permit via standard email from a Film Commission representative.

If you have any questions during the application process, email film@filmlauderdale.org, or call 954-357-8788 to speak with a Film Lauderdale team member.