



# City of Decatur

## Permit Guidelines for Film, Video, and Photo Shoots

These guidelines should be followed by any individuals or company interested in film production or photography on property in the City of Decatur. The guidelines are subject to change and maybe enforced as stipulations of a film permit.

1. Contact the City of Decatur film office regarding application for film production or photography no less than 96 hours business hours in advance of production film day. If application is submitted less than 96 hours, system will automatically double the film application fee.
2. All film production activity, including prep and strike, in the City of Decatur must take place between the hours of 7:00am and 10:00pm. (Please see the City's noise ordinance on the FilmApp site for more details.)
3. Prior to contracting with a business or homeowner to film on their property, please contact the City of Decatur film office as well as business and property owners that will be impacted by the production location.

Provide a written notification letter and map showing the production location at the center of an oval impact area. The notification letter should include:

- a. Production dates and times
- b. Times to include prep and strike
- c. The ITC plans, Parking plans,
- d. Plan for neighboring homes or businesses to access their property
- e. In some instances, signatures of those impacted will be required (Signature sheet on the FilmApp site) 85% of those impacted must sign and approve on the signature sheet.
- f. Basic location agreement

4. If permission is granted by the City, a permit will be issued including the time, date, and location of filming and acceptable activities within the scope of the permit.

5. The City of Decatur logo may not be included in the film without written permission from the Decatur City Commission.

6. If streets or sidewalks are to be blocked or traffic disrupted in any manner, a traffic plan, road closure plan and/or sidewalk plan must be submitted with your application.

7. The production company must provide a certificate of insurance naming the City of Decatur as an additional insured. The City requires an insurance policy rider for general liability and workers compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Decatur as additional insured. [City of Decatur, 509 N McDonough St, Decatur GA 30030]

8. The City shall require the production company to always have a copy of the permit on site.

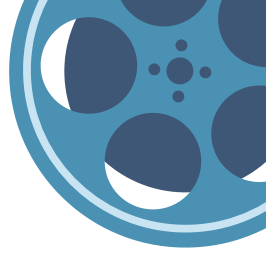
9. The City requires a sanitation plan and sanitation letter from the servicing company hired by the production company be submitted when applying for a permit. Upon completion of production, all materials and debris shall be entirely removed, and the right-of-way left in a condition satisfactory to the direction of public works or a fine will be charged.

10. Emergency vehicle access shall be maintained.



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### Fees:

- Permit Application Fee: \$250 per day- Fee will be applied to the first approved film day. This fee is non-refundable if application is cancelled or denied.
- Rush Permit Fee: \$250 in addition to application fee submitted 96 business hours or less.
- Parking Fee: \$30 Per Metered Space [Exceptions apply, see below]
- Premium Parking Fee: \$500 per metered space [Ponce de Leon Ave, Commerce Drive, Church Street, Sycamore Street, East Court Square, Clairemont Avenue, N McDonough Street]
- Cemetery Fee: \$1,000/1st day, and \$500 each day following.
- Street Closure Fee: \$1,000
- Lane Closure Fee: \$500
- City of Decatur Police: \$65/hour or \$50/hour for non-profits
- City of Decatur Fire: \$65/hour or \$50/hour for non-profits

