



City of Decatur

Getting Started Checklist



Verify Film Location:

- Check the film location address(es) [Decatur is ONLY zip code 30030]
- File film permit application. Applications must be files **at least 4 business days in advance.**
- \$250 rush fee is charged for late notice.

Certificate of Insurance (COI)

- Ensure COI names City of Decatur (509 N McDonough St Decatur GA 30030), as the certificate holder.
- Minimum insurance requirements: \$1M general liability and \$1M worker's compensation for each occurrence and aggregate with endorsement naming the City of Decatur as additional insured.
- Additional coverage may be required for high-risk activities (e.g.) stunts, drones, smoke

Notification Letter:

- Upload a copy of the notification letter sent to residents and businesses within a 300 ft radius. The notification letter must include an on site contact.
- Include the signed and dated notification letter with the film permit application.
- Notification letter must be reviewed before by film office before being distributed.
- Obtain signatures for filming in sensitive areas or during the noise ordinance hours (11pm-7am). (Notification Signature Sheet located in Useful Documents)
- Prior to contracting with a business or homeowner on their property, please contact the film office as well as those impacted by production. Include location agreement in your application.

Traffic Control Plan (TCP):

- Submit a TCP and/or detour route for Intermittent Traffice Control (ITC) and full street, lane, or sidewalk closures.
- Follow MUTCD guidelines; no hand-drawn plans accepted.
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Site and Emergency Exit Layout Plans:

- Submit detailed site and emergency exit plans. No hand-drawn plans accepted.
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