



# 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) 85% must sign in agreement for approval.
- ☐ 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 Traffic Control (ITC) and full street, lane, or sidewalk closures.
- ☐ Follow MUTCD guidelines; no hand-drawn plans accepted.
- ☐

## Site and Emergency Exit Layout Plans:

- ☐ Film Location Fire Safety Inspection Checklist on hand for FSO (If applicable)
- ☐ Submit detailed site and emergency exit plans. No hand-drawn plans accepted.

