

Lithonia Terms and Conditions

These guidelines should be followed by any individual or company interested in film, television, or movie production on property in the City of Lithonia. The guidelines are subject to change and may be enforced as stipulations of a film permit.

1. Request permission to use property for film production or photography at least 96 hours in advance of production. Minimum processing time for film and movie permits is 48 hours
2. Contact affected business and property owners in writing and obtain their permission to use surrounding property, when feasible. Include in application package. Compensation may be necessary if business and home environments are greatly disrupted.
3. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
4. The City of Lithonia logo may not be included in the film without written permission from the City of Lithonia.
5. If streets are to be blocked or traffic disrupted in any manner, Lithonia police officers must be scheduled at a minimum of three hours per day. This arrangement can be made through Chief Annette Williams of the Lithonia Police Department at 770- 482-8947 ext 124. Written notification to property owners affected by any blocked public roadway must be provided at least 48 hours prior to the film production.
6. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Lithonia as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Lithonia as additional insured.
7. The City shall require the production company to have a copy of the permit on site at all times.
8. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works.
9. Emergency vehicle access shall be maintained at all times. EMS personnel are required on-site for productions with stunts being performed, or hazardous materials or pyrotechnics are being used.
10. The DeKalb County Fire Marshal shall have full access to any film production to ensure safety for crew members, the public, and surrounding properties. The fire marshal will charge a fee of \$100 for this service.
11. If food will be prepared on site for the film production, the DeKalb County Department of Environmental Health must be contacted for approval. Catered and/or pre-packaged food is not subject to this provision. This approval may take up to three (3) weeks in addition to the City's review/processing time.

PERMIT FEES

Permit Fees: \$400 per day – Low Impact Productions – less than 50 people

Permit Fees: \$800 per day – High Impact Production – more than 50 people

Sanitation Bond: \$500 (refundable at end of project)

Off-Duty Police Officers: \$40 per hour (minimum 4 hours)

Vehicle Rental \$5 per hour