



## CITY OF ATLANTA

### Mayor's Office of Entertainment

55 Trinity Avenue SW  
2<sup>nd</sup> Floor, Suite 2500  
Atlanta, Georgia 30303  
(404) 330-6006  
[atfilm@atlantaga.gov](mailto:atfilm@atlantaga.gov)  
[www.atlantaga.gov](http://www.atlantaga.gov)

## INFORMATION FOR APPLICANTS

- All fees apply and are non-refundable. If you are unsure whether your filming activities will require a permit, please call the office or submit a question through the front page of FilmApp Atlanta. You may submit as many questions as necessary before beginning the application. **Once you begin the online application, you will be required to pay a non-refundable \$100 fee.**
- If you are applying to film in a City of Atlanta park, we require **at least 72 hours** to process the request. **Please be sure to include a site plan** under the Supporting Documents section if your application includes a city park. A screenshot of Google Maps indicating where you will film is sufficient.
- Permits for street, lane, and sidewalk closures are issued on a **per block, per lane** basis. Charges will occur for every block and every lane, per the fee schedule. **A traffic control plan MUST accompany any application requesting a street, lane, or sidewalk closure.**
- Permits are issued as written.
  - No additional streets, lanes, or sidewalks may be closed for filming without written permission from the office. Please call the office if you need to change details of your permit.
  - Intermittent traffic control (ITC) must be noted on the application and may be subject to charges.
- Police officers, signage, and barricades must be in place at all filming locations at all times.
  - Barricades CANNOT be placed before the permitted start time.
  - "Emergency/No Parking" signs must be placed 24 hours in advance and must include specific dates and times of closures.
- All signage must be removed upon completion of filming or fines may be imposed.
- **Full street closures must be submitted no less than five (5) business days in advance. Lane closures must be submitted no less than three (3) business days in advance. NO EXCEPTIONS.**
- No cars, trucks, or heavy equipment may be placed on the sidewalk at any time.
- Any and all permits can or will be revoked as a result of any citation or instance of non-compliance.
- No personal crew vehicles will be allowed in residential neighborhoods and cannot be included as part of a permit.
- Indicate pseudonym (nickname of cast/crew) in location description space of permit application

**Please see next page for the application checklist.**



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## **GETTING STARTED CHECKLIST**

Thank you for choosing to film in Atlanta! Here is a checklist of everything needed to submit a completed application.

- Copy of one-page notification letter sent to residents and businesses within a three (3)-block radius of the requested closure(s) or filming location (per code section 138-65)
  - Sensitive areas require signatures from residents and businesses. You will be alerted if your desired location is a sensitive area within FilmApp. If you have further questions, please call the office.
- A signed, dated letter from the applicant listing the addresses and date of delivery of notification letter (sample available upon request)
- Traffic control plan and/or detour route (ONLY if application includes request for FULL street, lane, or sidewalk closure)
  - Must include number of lanes on a street and necessary signage
  - Must follow MUTCD (Manual Uniform Traffic Control Devices) guidelines; Please use the link: [MUTCD](#) ;if you need further assistance, please call the office
  - **NO HAND-DRAWN PLANS WILL BE ACCEPTED**
- Completed security plan
  - Must include a police officer as security coordinator
- Certificate of insurance naming the City of Atlanta as lien holder**
  - **You may submit your application without it, but you will not receive your permit until insurance is submitted**
- Fire rescue plan ONLY if permit requests explosions, sparks, pyrotechnics, or any other fire effect or element
- Generator permit application, if generator(s) is/are more than 5,000 watts
  - Please contact the office for more information