City of McDonough
Media Production Permit Process and Application

Thank you for choosing to produce your film project in the City of McDonough! It is our intent to create an efficient permitting process to insure applicants, city staff, and the affected public is well aware of all issues prior to the date of filming.

Attached is the following:

- Permit process
- City of McDonough Media Production Permit Application
- City of McDonough Media Production Ordinance

If you have questions regarding this process, please contact:

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McDonough, Georgia 30253
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PERMIT PROCESS

Media Production Permit

A media production permit is required for all activity related to staging or shooting commercial motion pictures, television shows or programs, commercials, and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including film, tape or digital format, including but not limited to, motion pictures, television, or commercial still photography. News media, personal/family video, and studio filming (those projects shot in a licensed business studio within the city limits) are exempt from this permit requirement. The completed permit application must be submitted to the city’s Film Liaison at least two (2) business days prior to the shoot. There is a film permit application fee in the amount of $250 that must be submitted with the application. The application must be signed and accompanied by all required fees, deposits, hold harmless agreement and insurance certificates required before any permit will be considered for approval.

Fees and Costs of Additional Services

Each application shall be accompanied by the following non-refundable fees:

- A processing fee in the amount of $250 will be submitted to the City of McDonough at the time of application

Insurance Requirements

- Proof of liability insurance (minimum of $1,000,000)

Hold Harmless Agreement

- Applicant shall execute an indemnity and hold harmless agreement as provided by the City of McDonough prior to the issuance of any permit that shall hold the City harmless against any claims, liability or judgments arising out of the permittee's activities.

Tax-Exempt Status

- Proof of 501(c) (3) tax-exempt status, if applicable

Permission

- Written permission must be obtained and submitted with permit application to shoot from private property (owners).
Notification of film shoot to Residents

- Residents must be notified of the film shoot at least 5 days prior to shoot. Notification should include the dates, times, and location, including general information about activities taking place (parking vehicles or actual filming on street). A copy of the notice must be submitted with permit application.

Traffic Plan/Traffic Control

- A sketch of your traffic plan during production must be submitted with permit application.
- The Film Liaison will review your traffic plan and determine if an off-duty McDonough Police Officer(s) will be needed. The hiring of off-duty personnel will be conducted between the applicant and the Police Chief.
MEDIA PRODUCTION PERMIT APPLICATION

THIS APPLICATION MUST BE APPLIED FOR 2 BUSINESS DAYS PRIOR TO SHOOT

No person shall use any public or private property, building, facility, or residence of producing, taking or making any motion picture, television production or photographic production without first applying for and receiving a Media Production Permit.

Production Company Information:

Company Name: __________________________________________________________

Address: ________________________________________________________________

Telephone: (office) ______________________ (mobile) ____________________

Email: __________________________________________________________________

Personnel Contact Name: __________________________________________________

Position: ___________________________ Mobile:_________________________________

E-Mail: __________________________________________________________________

Project Information:

Description:____________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

____ Feature Film ____TV ____ Documentary ____ Commercial
____Still Photo ____Music Video ____Student ____Other

Location of Shoot:

______________________________________________________________________________

Date(s): _______________ Through _______________

Time(s): _______ a.m./p.m  Until _______a.m./p.m
In the event of inclement weather, film date(s) will be: _______________________________

Do you plan to have amplified sound? _____Yes _____ No
(Note: Applicant must comply with City of McDonough Noise Ordinance)

Number of Cast/Crew: ___________________ Number of Extras__________________

Any Special Effects? _____Yes _____No
If yes, please describe:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Vehicles and Parking:

Number of Vehicles: ____________________________

Types of Vehicles: Cars and Vans: _______ Trucks_______ Trailers _______

Other:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Crew Parking Location: __________________________________________________________

Base Camp Location: ____________________________________________________________

If yes, please describe:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Any street parking? _____Yes _____No (Please note that vehicles are only allowed to be parked on one side of the street)
Please provide the following:

- Proof of liability insurance (minimum of $500,000 for general shoot, $5,000,000 for some special effects)
- Proof of 501(c)(3) tax-exempt status, if applicable
- Written permission to shoot from private property owner(s)
- Copy of notification letter to residents regarding film shoot
- Detailed sketch of traffic plan during production
- Description of city staff that will be needed for production or traffic control, if applicable
- Processing fee of $250.00

Hold Harmless Agreement

The undersigned releases, acquits, and forever discharges THE CITY OF McDonough, GEORGIA, and its officers, employees, agents, servants, successors, heirs, executors, and administrators from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expense and compensation whatsoever, which may hereafter arise out of permitee’s activities, including events seen and unforeseen. The undersigned applicant affirms that he/she is authorized to make the above assurances on behalf of the film company.
Acknowledgement
The undersigned acknowledges receipt from the City of McDonough of the following ordinances:

1) Media Production Ordinance

Applicant's Signature: ___________________ Date: ______________

Applicant's Name (Print): __________________________________________________

City Hall Use only:

Approval / Denial By: ___________________ Police Chief

Approval / Denial By: ___________________ Public Works

Approval / Denial By: ___________________ Film Liaison

Date: ______________ Issued By: __________________ City Administrator

Documents Received

• Proof of liability insurance (minimum of $1,000,000)
• Written permission to shoot from private property owner(s)
• Copy of notification letter sent to residents of film shoot
• Description of city staff that will be needed for production or traffic control, if applicable
• Written permission to shoot from private property owner(s)
• Proof of 501 (c)(3) tax-exempt status, if applicable
• Detailed sketch of traffic plan during production
• Processing fee of $250.00  Check #_______  Cash _____  Other _____

Documents received by: ___________ Date Received: _____________

Notes: ______________________________________________________________________

Distribution List:
___ City Administrator
___ Chief of Police
___ Public Works Director
___ City Clerk