



## **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:

Adam Causey, Business Development Director  
136 Keys Ferry Street  
McDonough, Georgia 30253  
770-957-7827 fax: 770-957-7231  
[acausey@mcdonough-ga.gov](mailto:acausey@mcdonough-ga.gov)

## **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 permit tee'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:

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Vehicles and Parking:

Number of Vehicles: \_\_\_\_\_

Types of Vehicles:    Cars and Vans: \_\_\_\_\_    Trucks \_\_\_\_\_    Trailers \_\_\_\_\_

Other:

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Crew Parking Location: \_\_\_\_\_

Base Camp Location: \_\_\_\_\_

If yes, please describe:

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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 permittee'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