



**CITY OF DULUTH**  
**3167 Main Street**  
**Duluth, GA 30096**

## Commercial Motion Picture, Film, Photography, Television, Radio and Production Activities Permit Guidelines

Sample guidelines listed below are not an all-inclusive list (See also Permit Agreement). City guidelines are subject to change without formal action as processes and techniques require and are subject to enforcement as film permit stipulations.

- **Initial Contact/Request:** Request permission to use properties at least one week in advance of production. Complete the Production Permit request through the Marketing Coordinator Amanda Leiba, 3167 Main Street, Duluth, GA 30096, 678-957-7271, or email to [aleiba@duluthga.net](mailto:aleiba@duluthga.net). Fax to 770-497-5007.
- **Surrounding Properties and Impact:** Contact affected business and property owners and obtain their permission to use surrounding properties. Compensation may be necessary if business and environments are greatly disrupted.
- **Permit:** 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. The production company is required to have a copy of the permit on site at all times.
- **Insurance Required:** Upon receipt of the permit, the production company must provide a certificate of insurance to cover all days of the production including load in, load out, and cleanup. 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 Duluth as additional insured*  is required.
- **Street Closures:** If streets are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day for City of Duluth officers. The cost is \$35/hour for patrol officers and \$45/hour for traffic officers. This arrangement can be made through Captain Randy Geary of the Duluth Police Department at (770) 476-4151. Request street closures through Duluth Police Department. A permit may be required.
- **Emergency Vehicle Access:** Emergency vehicle access shall be maintained at all times.
- **City Logos:** Duluth logos name may not be included in the film without written permission from City officials.
- **Production Clean up:** Immediately after completion of work, film maker is responsible for removal of all equipment, materials, and debris and any related costs. The right-of-way to be left in condition as originally found. Items not removed by permitted production/cleanup dates may be deemed abandoned and subject to an invoice for incurred City fees for disposal or clean up.

### PERMIT FEES

- ▲ After Business Hours City Employee Fees\*: 1.5 times regular pay
- ▲ City of Duluth Police: \*\$35/hour for patrol officers and \$45/hour for traffic officers (four hour min.)
- ▲ Duluth Town Green: See Parks and Recreation Fee Structures.
- ▲ City Owned Properties: \*City Employee Fees if after Business hours access./During Hours negotiable.

\*All City property interest employee fees are paid to City of Duluth for disbursement. Off-Duty non-City property or interest related payment of employee fees may be determined by City and producer. Personnel's off-time hours pay as agreed to by employee and Producers.