



Production Permit Requirements, Guidelines and Fee Schedule

This permit is for a Commercial Motion Picture, Filming, Photography, Television, Radio and Production Activities

(excludes • Low Impact Productions which do not require a permit)

**Low Impact Productions which do not require a permit shall mean Production activities that:*

- ❖ *Do not impede the right-of-way*
 - ❖ *Do not require use of any City resources and/or personnel*
 - ❖ *Less than 4 hours duration*
 - ❖ *Do not involve more than 5 persons on the set; and*
 - ❖ *Do not place more than 5 pieces of Production equipment on the city's right-of-way*
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- Complete Production Permit Application and submit to Downtown Coordinator.
 - Obtain general liability insurance in the amount of \$1 million per occurrence naming the City of Duluth Georgia as an additionally insured party for thirty (30) days beyond the length of the shoot. Also, provide proof of Worker's Compensation Insurance. In some instances permittee may be required to obtain A \$5 million per occurrence may be required depending upon activities.
 - Submit hold harmless documents as required. Please note that the City's Hold Harmless form requires a notarized signature.

- If a road closure is requested, please attach a sketch and/or traffic control plan for each Production location, listing which roads you wish to close and a brief description of what you will be Production, as well as placement of work trucks, crew/equipment, “no parking” signs, etc.
- The Permittee shall employ at its own expense such security personnel as necessary for the adequate security and protection of the maximum number of attendants at the location of the Production.
- Production vehicles must not block parking lot access drives, fire hydrants or be parked in fire lanes and must allow a minimum of 20 feet clearance between vehicles parked on either side of the street for emergency response vehicles to pass.
- Base camp cannot be on the streets of Duluth Georgia. Only the necessary production vehicles (e.g., grip & light truck) may be at the Production location. Crew parking, honeywagon, catering, non-essential production vehicles, etc. must be at a predetermined location (e.g., nearby parking lots).
- The Production company must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition.
- If a park location is requested, an additional "park usage" fee may be required.

Notification by Production Company to affected Residents/Occupants/Businesses: The production company must notify affected residents, occupants and businesses, in advance of any Production and as instructed by the City of Duluth Georgia, of the duration and location of production, including information about planned special effects, road and lane closures, no parking requests, and sidewalk usage. It is expected that the production company will minimize the impact to those affected.

Vehicles, Traffic, Parking. No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.

Barricades. The City of Duluth Georgia offers barricades at a rate of \$55/barricade and \$25/barricade to non-profits. Barricades must be retrieved from and returned to the City Police Department. Please contact the Duluth Police Department for use of barricades.

City Departments Approvals. Various departments will review and approve activities prior to issuance of the permit, such as; Police, Fire, Public Services, Downtown Development Authority, Engineering, and other departments as needed.

Conditions/Restrictions. The production company shall comply with all conditions and restrictions of the production permit. Upon violation of the City of Duluth Georgia's productions policies or provisions of the permit, the City may immediately halt all activity and revoke the permit.

Fees. The production company will be required to pay for services, if any, provided by the City relating to the production to maintain the health, safety, and welfare of the citizens, such as police, fire, streets and other departments as deemed necessary. Actual costs will be charged.