



City of McDonough ~ Occupational Tax Division
136 Keys Ferry Street, 2nd Floor, McDonough, GA 30253
Office: 678-782-6225 Office Hours: 8:00am -4:45pm
Website: www.mcdonoughga.org Email: taxclerk@mcdonoughga.org

Media Production Permit Application

A media production permit is required for all activity related to staging or shooting commercials, 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 file, tape or digital format including but not limited to, motion pictures, television, or commercial still photography.

New media, personal/family video, and in studio filming (those projects shot in a licensed business studio within the city limits) are exempt from this permit.

The completed permit application must be submitted to the city's Media Production Liaison at least two (2) business days prior to the shoot. There is a film permit application fee in the amount of \$250.00 that must be submitted with the application. The application must be signed and accompanied by all the required fees, hold harmless agreement and insurance certificates required before any permit will be considered for approval.

Fees and Costs of Additional Services:

A non-refundable processing fee in the amount of \$250.00 will be submitted to the City of McDonough at the time of application.

Insurance Requirements:

- Proof of liability insurance ~ minimum amount - \$ 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 holders activities

Tax Exempt Status:

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

Permission Letters:

- Written permission must be obtained and submitted with permit application to shoot on private property.
Permission from the owner of the property and not the tenant permission.

Notification of film shoots to residents who may be affected by shoot:

- 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 takin 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 the off-duty police personnel will be conducted between the applicant and the Police Chief.



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AGREEMENTS AND ACKNOWLEDGEMENT

I. 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 assurance on behalf of the film company.

II. ACKNOWLEDGEMENT:

The undersigned acknowledges receipts from the City of McDonough of the following ordinances: **Media Production**

I hereby declare under penalty of perjury that the foregoing is true and correct:

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ONE THIS THE _____ DAY OF _____ 20_____

NOTARY PUBLIC

Stamp/Seal

My Commission Expires: _____



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Media Production Application

THIS APPLICATION MUST BE APPLIED FOR TWO (2) BUSINESS DAYS PROIOR TO SHOOT

NOTE: 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's Name: _____ d/b/a _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Telephone: _____ Contact Telephone: _____

Mailing Address, if applicable: _____ City: _____ State: _____ Zip: _____

Business Email Address: _____ Contact Email Address: _____

Name of Personnel Contact: _____

Position: _____ Contact Telephone: _____

Project Information:

Type of Filming:

Feature Film TV Documentary Commercial Still Photo Music Video Student

Location of Shoot: (include business name and address or property owner name and address):

Dates: _____ Through _____

Time: _____ am/pm until _____ am/pm

In the event of inclement weather, file date(s) and time will be: _____

Do you plan to have amplified sound? YES NO



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Application Continues:

Applicant must comply with the City of McDonough Noise Ordinance Chapter 10 Title 2.54

No. of Cast Members: _____ No. of Crew Members: _____ No. of Extras: _____

Are there any special effects? YES NO

If yes, please describe: _____

Vehicle and Parking:

Types and Number of Vehicles: Cars: _____ Vans: _____ Trucks: _____ Trailers: _____ Other: _____

Any street parking: YES NO (Please note that vehicles are only allowed to be parked on one side of the street)

Crew Parking Location: _____

Base Camp Location: _____

Name of Base Camp Location: _____

Applicant's Signature: _____ Date: _____

CITY HALL USE ONLY ~ DOCUMENTS RECEIVED

- Processing fee of \$250.00
- Proof of liability insurance (minimum of \$1,000,000.00)
- Written permission to shoot from private property (property owners only ~ not from tenant)
- Copy of notification letter to residents regarding film shoot
- Detailed sketch of traffic plan during production
- Description of city staff that will provide traffic control during shoot, if applicable
- Proof of 501 (c) (3) Exemption form, if applicable

Approval Denial Chief of Police: _____ Date: _____

Approval Denial Public Works: _____ Date: _____

Approval Denial Media Prod. Liaison: _____ Date: _____

Documents received date: _____ Signature: _____

Notes: _____