



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](http://www.mcdonoughga.org) Email: [taxclerk@mcdonoughga.org](mailto: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 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 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):

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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: \_\_\_\_\_

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**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: \_\_\_\_\_