



Permit Guidelines for Film, Video and Photo Shoots

These guidelines should be followed by any individual or company interested in film production or photography on property in the City of Decatur. The guidelines are subject to change and may be enforced as stipulations of a film permit.

1. Contact the City of Decatur film office regarding application for film production or photography no less than 96 business hours in advance of production film day. If application submitted less than 96 hours, system will automatically double the film application fee.
2. All film production activity, including prep and strike, in the City of Decatur must take place between the hours of 7:00am and 10:00pm. **(Please see the City's noise ordinance on the Filmapp site for more details).**
3. Prior to contracting with a business or homeowner to film on their property, please contact the City of Decatur film office and business and property owners that will be impacted by the production location. Provide a written notification letter, and map showing the production location at the center of an oval impact area. The notification letter should include the production dates and times of production to include prep and strike, the ITC plans or parking plans, and the plan for neighboring homes or businesses to access their property. In some instances, signatures of those impacted will be required **(Signature sheet on the Filmapp site)**. 85% percent of those impacted must sign the signature sheet to approve,
4. If permission is granted by the city, a permit will be issued including time, date, and location of filming and acceptable activities within the scope of the permit.
5. The City of Decatur logo may not be included in the film without written permission from the Decatur city commission.
6. If streets or sidewalks are to be blocked or traffic disrupted in any manner, a traffic plan, road closure plan and sidewalk plan must be submitted with your application. Please contact the film coordinator at 404-371-8386 for additional guidance.
7. The production company must provide a certificate of insurance naming the City of Decatur as an additional insured. The city requires 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 Decatur as additional insured.
8. The city shall require the production company to always have a copy of the permit on site.
9. The city requires a sanitation plan and sanitation letter from the servicing company hired by the production company be submitted when applying for a permit. Upon completion of production, all materials and debris shall be entirely removed, and the right-of-way left in a condition satisfactory to the

director of public works or a fine will be charged.

10. Emergency vehicle access shall be always maintained.

Fees

- Permit Fees: \$250 per day- the fee will be applied toward your first approved film day. The fee is non-refundable if application is cancelled or denied.
- Rush Permit Fees: Additional \$250 for applications submitted 96 business hours or less.
- Parking Fees: \$30 per metered space (Exceptions apply, see below)
- Parking Fees: Ponce de Leon Avenue, Commerce Drive, Church Street, Sycamore Street East Court Square & Clairmont Avenue Business Districts: \$500 per metered space
- City of Decatur Police: \$65/hour, or \$50/hour for non-profits
- City of Decatur Fire: \$65/hour, \$50/hour for non-profits
- Cemetery: \$1,000/1st day, and \$500 each day following
- Street closure fee: \$1,000