



City of Covington FILM AND TELEVISION PRODUCTION PERMIT APPLICATION

Thank you for your interest in filming in Covington, Ga. We respect the contributions that filming has provided to our city.

Please complete the following application to receive a film and television permit. A permit is required for any filming activity taking place within Covington, GA whether on public or private property.

Please fill in all of the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application, along with a detailed map of proposed street closures and all other required documentation to DJ Waller, 1143 Oak St SE, Covington, GA 30014 or by email at djwaller@cityofcovington.org at least 10 business days before the filming activity takes place. Early application submission is recommended, as all permits are issued on a first-come, first-served basis.

Contact Information

Production Company	Project Title	Type of Production <small>(e.g. Feature Film, TV Series, Commercial, etc.)</small>
Permanent Company Address		Business Telephone
Email	Name and Title of Location Contact	Cell Phone Number
Local Company Address		Alternate Phone Number

Project Information

City of Covington Filming Locations (Name and Full Address)			
Film Date(s)	Time(s)	Inclement Weather Alternative Date	
Number in Crew	Number in Cast	Number of Extras	

Vehicles and Parking

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production vehicles.

Insurance

General Liability Insurance Carrier Name	Telephone Number
Automotive Liability Insurance Carrier Name	Telephone Number
Worker's Comp and Employer's Liability Insurance Carrier Name	Telephone Number

All productions are required to provide a certificate of liability insurance three days prior to filming. All applications must include certificates of insurance for at least the following amounts: general liability - \$1,000,000 per occurrence, \$2,000,000 aggregate limit; automotive liability - \$1,000,000, and worker 's comp and employer's liability - \$500,000 per incident.

Amplified Sound

Do you plan to use amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Sound Equipment to be Used
Types of Sounds to be Amplified	
Start Time of Sound	End Time of Sound

Noise Ordinance Requirements

**Maximum Permissible Sound Levels
By Receiving Land Use Category**

Land Use Category	Times	Sounds Level Level (dB(A))
Residential, noise-sensitive area, public space	7:00 a.m.—10:00 p.m.	60
	10:00 p.m.—7:00 a.m.	55
Multifamily dwelling	7:00 a.m.—10:00 p.m.	50
	10:00 p.m.—7:00 a.m.	45
Commercial	7:00 a.m.—10:00 p.m.	65
	10:00 p.m.—7:00 a.m.	60
Industrial	At all times	75

Special Effects (The following activities may require a special permit)

Check all that apply <input type="checkbox"/> Aerial <input type="checkbox"/> Animals <input type="checkbox"/> Construction <input type="checkbox"/> Explosions <input type="checkbox"/> Open Campfire <input type="checkbox"/> Propane <input type="checkbox"/> Tent <input type="checkbox"/> Pyrotechnics		<input type="checkbox"/> Candles <input type="checkbox"/> Fire Effects <input type="checkbox"/> Sparks Cooking on Site	<input type="checkbox"/> Gunfire <input type="checkbox"/> Stunt <input type="checkbox"/> Other (Explain)
Location(s) of Special Effects		Pyro technician Name & License Number & Contact Information	
Lighting Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe _____			

Water Activity

Describe proposed water use and water activities.

Traffic Engineering

Check All That Apply <input type="checkbox"/> Lane Closure <input type="checkbox"/> Full Street Closure <input type="checkbox"/> Sidewalk Closure		
Location(s) of Closure		
Date(s) of Closure	Start Time(s) of Closure	End Time(s) of Closure

For full street closures, all affected residents must be contacted in writing, notifying them of your filming activities. City of Covington Police must be on site, at the production company's expense, during all road closure activities. Emergency vehicle access must be maintained at all times. Upon completion of work, all city of Covington right-of-way must be left in pre-permit condition

Security Plan

Description of shoot (be as detailed as possible)		
Location(s) / Route (if there are any moving components)		
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)		
Number of Officers Hired (POST-Certified off-duty law enforcement personnel only)		
Agencies Represented by Off-Duty Officers		
Lead Officer's Name		Telephone Number
Traffic Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	Crowd Control Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	
Number of Barricades Required (provided by Applicant)		
Additional Private Security?	Company Contact Name	Telephone Number

Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Covington Police based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

Park and Recreation Resources

Filming on Park Department property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Specific Location(s)	
Date(s) of Filming	Start Time	End Time

Film and Television Production Permit Guidelines

The following items must be submitted with your application for a City of Covington Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A check made payable to the City of Covington in the amount of \$200.00 for the general Film and Television Production Permit.
3. A check made payable to the City of Covington for any additional fees, if applicable.

Return the completed application and additional required information in person to Covington City Hall; or by mail attention DJ Waller to 1143 Oak St SE, Covington, GA 30014, or by email at djwaller@cityofcovington.org. This application must be received by the city no later than 10 days before filming.

Terms and Conditions

The applicant must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions hereof as well as all Federal and State laws and City of Covington ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Covington property.
3. The undersigned acknowledges that the City of Covington assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
5. All applicants must submit a security plan that is approved by the City of Covington and/or City of Covington Fire Services or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Covington Police based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce city ordinances and State law.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. 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.

Company Name:

By: _____
(Name and Title) (Authorized Company Signature)