



Application for a Photo/Film/Video Shoot in the City of Smyrna

Permit requirements will be determined upon receiving application

This application must be submitted at least 5 days prior to shoot

The permit fee of \$200.00 must accompany the application.

Production Company Information:

Production Company: _____			
Contact Name: _____			
Address: _____			
City: _____	State: _____	Zip Code: _____	Country: _____
Phone : _____	Fax: _____	Email: _____	

Project Information:

Title of Project: _____
Type of Project: <input type="checkbox"/> Film <input type="checkbox"/> TV <input type="checkbox"/> Commercial <input type="checkbox"/> Student <input type="checkbox"/> Other: _____

On-Site Contact Information:

Contact Type: <input type="checkbox"/> Location Manager/Scout <input type="checkbox"/> Production Manager <input type="checkbox"/> Other: _____	
Name: _____	
Phone: _____	Fax: _____
Mobile/Cell: _____	Email: _____

Shoot Information

Address of Location: _____				
	Start Date	End Date	Begin Time (am/pm)	End Time (am/pm)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Amplified Sound at this Location:

Do you plan to have amplified sound at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Start time of amplified sound: _____	End time of amplified sound: _____

Personnel at this Location:

Number of Cast/Crew: _____
Number of Extras: _____
Is there a possibility for crowds or spectators to gather at this location: <input type="checkbox"/> Yes <input type="checkbox"/> No

Vehicles and Parking at this Location:

Number Vehicles: _____	Trucks/Trailers/Motor Homes: _____
Cast/Crew Cars and Vans: _____	Generators: _____
Cranes/Condors: _____	Other: _____
Picture Cars: _____	
Off-Street Parking Provided: _____	
On-Street Parking Provided: _____	

Construction Activities at this Location: *(City permits and inspections may be required based on the work being completed. Should building permits be required, contractor information will be collected at the issuance of the building permit.)*

Will there be any temporary structures, stages, tents to be erected on site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any interior or exterior modification of existing structures? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Effects at this Location: *(Specifications for all special effects will be required for review by the City's Fire Department)*

Contact: _____ Phone: _____
Type of Effects: <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Animals <input type="checkbox"/> Sirens/Noises <input type="checkbox"/> Explosions <input type="checkbox"/> Open Flames <input type="checkbox"/> Use of Firearms <input type="checkbox"/> Aircraft <input type="checkbox"/> Simulated Crime <input type="checkbox"/> Car Chase <input type="checkbox"/> Stunt <input type="checkbox"/> Smoke <input type="checkbox"/> Aerial <input type="checkbox"/> Sparks <input type="checkbox"/> Other (Please specify): _____

Special Assistance Requested at this Location:

Type of Assistance: <input type="checkbox"/> Street Closure <input type="checkbox"/> Traffic Control <input type="checkbox"/> Emergency Services <input type="checkbox"/> Security <input type="checkbox"/> Other (Please specify): _____

The undersigned states that the above information is true and correct, and understands that it is the responsibility of the applicant to ensure all filming activity is conducted in accordance with the approved permit.

Signature of Applicant: _____ Date: _____

Office Use Only	
Application #: _____	Date Received: _____ Total Fees Collected: _____
Date of Approval: _____	Date of Denial: _____ Reviewed By: _____
Additional Stipulations of Approval: _____	
City Administrator: _____	Date: _____

Required Information at Application Submittal:

- Authorization from Property Owner(s)
- Insurance Liability Certificates (General Liability - \$1,000,000.00, Worker's Compensation Coverage, Special Effects Liability - \$5,000,000.00)
- Letter of Indemnification
- Site Plan
- Notification Letters, Surveys and Mail Receipts

