



DETROIT FILM OFFICE

PERMIT APPLICATION

2 Woodward, Suite 333 Detroit, MI 48226

Email: dfo@detroitmi.gov

Phone (313) 628-0036

PERMIT APPLICATION INFORMATION

Please Read

Thank for your interest in filming within the City of Detroit.

- **All** film productions must complete a permit application prior to filming in the City of Detroit, including still photography, documentaries, drones and commercials.
- Applications must be received at least 2 weeks prior to your first proposed date, more time is needed for curb/single lane and full street closures.
- All applications must be legible and include all the information requested. If a section of the application is not applicable please indicate by N/A (not applicable). If the application is not legible or incomplete, it will be returned and the application process will be delayed.
- Approved permits will be emailed to the contact provided on the application.
- A copy of the approved permit and insurance certificate must be on-site during filming.
 - Please keep the City of Detroit holidays and budget required furlough schedule, in mind when planning productions.

Permit Process Checklist

- Complete Application, if a portion of the application is not applicable, write N/A (not applicable) – an incomplete application will delay the process.
- Sign the application on pg. 7
- Attach a copy of the insurance certificate (Certificate of Liability Insurance).
- Attach a copy of the neighborhood/ business notification letter – (Includes photography and commercials).
- Attach a site plan for each location - (Includes photography and commercials).
- Attach a detour plan – single or full lane closures.
- Send via email to dfo@detroitmi.gov.
- Attach a location document stating approval for each location.

General Rules

You *cannot* do the following unless you have *permission*

- | | |
|---|---|
| - Stop or delay car & pedestrian traffic | - Film on any Freeway |
| - Use business signs | - Film on the People Mover |
| - Use murals or artwork | - Film on private property |
| - Use Guns or Police Cars (real or fake) | - Film on any bridges |
| - Use Fire | - Film on Belle Isle |
| - Film at any Park (incl. Detroit Riverwalk & Hart Plaza) | - Film on the Detroit River (camera & drones) |
| - Film at Spirit of Detroit | - Use Drones (Follow FAA regulations) |
| - Film at Joe Louis Fist | |

If you are using any cranes, rigs, generators, lifts, camera cars, tents, trucks, portable restrooms, trailers and anything of that nature please let us know.

If you would like to film at any of these locations or any other location that is not listed, then you need to contact the organization over them.

PERMIT APPLICATION

Production Title: _____

Project Description

Start Date: _____

End Date: _____

Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Government	<input type="checkbox"/> Student	
Format:	<input type="checkbox"/> Feature	<input type="checkbox"/> Music Video	<input type="checkbox"/> Documentary	<input type="checkbox"/> TV/Cable Movie	<input type="checkbox"/> WWW AD
	<input type="checkbox"/> Commercial Still Photography	<input type="checkbox"/> WWW Program	<input type="checkbox"/> TV/ Cable Program	<input type="checkbox"/> TV/Cable AD	

Production Company:			
Address:			
City, State, Zip			
Production Office Phone Number:		Business Fax Number:	
Primary Contact Name:			
Mobile Phone Number:		Email Address:	

Title	Name	Phone Number/Email
Producer:		
Director:		
Production Manager:		
1st AD:		
Location Manager:		
Location Assistant:		
Publicist:		
Insurance Company: _____	Policy #:	
Agent: _____		

LOCATION LIST

Location # _____ Details: _____

Filming Activities

<input type="checkbox"/> Interior Dialogue	<input type="checkbox"/> Exterior Dialogue	<input type="checkbox"/> Sidewalk Closure	<input type="checkbox"/> Full Street Closure
<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Driving w/ Traffic	<input type="checkbox"/> Drive-Up/Drive Away	<input type="checkbox"/> ITC Hours _____
<input type="checkbox"/> Backyard Filming	<input type="checkbox"/> Animals	<input type="checkbox"/> Droning	<input type="checkbox"/> Other _____

Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc): _____

Address: _____

City: _____ Zip Code: _____

Contact Phone Number: _____

Film Date (s) & Time (s): _____

Location # _____ Details: _____

Filming Activities

<input type="checkbox"/> Interior Dialogue	<input type="checkbox"/> Exterior Dialogue	<input type="checkbox"/> Sidewalk Closure	<input type="checkbox"/> Full Street Closure
<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Driving w/ Traffic	<input type="checkbox"/> Drive-Up/Drive Away	<input type="checkbox"/> ITC Hours _____
<input type="checkbox"/> Backyard Filming	<input type="checkbox"/> Animals	<input type="checkbox"/> Droning	<input type="checkbox"/> Other _____

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Address: _____

City: _____ Zip Code: _____

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LOCATION LIST

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Filming Activities

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Address: _____

City: _____ Zip Code: _____

Contact Phone Number: _____

Location # _____ Details: _____

Filming Activities

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<input type="checkbox"/> Backyard Filming	<input type="checkbox"/> Animals	<input type="checkbox"/> Droning	<input type="checkbox"/> Other _____

Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc): _____

Address: _____

City: _____ Zip Code: _____

Contact Phone Number: _____

EQUIPMENT/ PERSONNEL

Prep Date (s) & Time(s): _____

Filming Date (s) & Time(s): _____

Strike Date(s) & Time(s): _____

Type	Qty	Type	Qty	Type	Qty
Cast/Crew Vehicle		Generator		Beebe Light	
Cube Trucks		Vans		Semi Truck	
Cranes		Camera Cars		Condors	
Portable Restrooms		Scissor Lift		Process Trailer	
Tents/Pop-up		Catering w/BBQ		Motor Homes	
Cast		Crew		Extras	

Please attach a scale site plan for your location or draw your location site plan. Make sure your location has the following details:

- Include business names and addresses. Must be legible, if not the application process will be delayed.
- Location of NO PARKING SIGNS - signs must be posted 48 hours prior to the start time.
- Identify parking meter locations
- Identify the location of condors, generator, motor homes, trucks, camera placement, etc.
- Include the number of vehicles, generators, condors, etc that will be on location.

Base Camp Location(s) Address:

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

GUNFIRE/ SPECIAL EFFECTS

Types	# Takes Per Day	# Times Per Time	Dates
Gunfire - Automatic			
Gunfire - Semi Automatic			
Gunfire - Single Shot			
Breaking Glass			
Car Explosion			
Explosion			
Fireball			
Fire Bars			
Burning Object			
Sparks			
Other:			

Description of Gunfire (Detroit Police Department must be present for gunfire): _____

Description of Special Effects or Pyrotechnics (Permit must be obtained from the Detroit Fire Department):

ADDITIONAL INFORMATION

Distribution Plan (I.e. Web, Cable Network): _____

List of Partners: _____

Project Release Date: _____

AGREEMENT FORM

The applicant has read and agrees to the terms and conditions of this application. The applicant agrees by signing and filing this application that has been reviewed and the applicant will adhere to the City of Detroit guidelines. This permit may be revoked at any time.

Representative Name: _____ Title: _____

Representative Signature: _____ Date: _____

HOLD HARMLESS AND INDEMNIFICATION:

Indemnify and hold harmless the City, its agencies, officers, elected officials, appointed officials and employees, against any claims (including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from Production's use of City property or other assistance in connection with the Production, including but not limited to pre-production, post-production and City-provided orientation, training, access to City facilities, and City property or operations. This provision does not indemnify or hold the City, its agencies, officers, and employees from claims arising from defects in City property negligence, and willful conduct on the part of the City, its agencies, officers, and employees.

I/we hereby affirm that I/we have read and understood the Hold Harmless and Indemnification and agree to the terms expressed therein.

Authorized Signature-Applicant: _____ Date: _____

Authorized Signature-Applicant: _____ Date: _____

FOR CITY USE ONLY

Permitter Sign: _____ Date: _____

DPD: Yes/No Police Department Approval: _____ Date: _____

Conditions Of Permit: _____
