



DETROIT FILM OFFICE PERMIT APPLICATION

2 Woodward Avenue
Detroit, Michigan 48226

All productions must complete a permit application prior to filming in the City of Detroit. Applications must be received two weeks before the first shoot date; more time is needed for street closures, freeways, bridges, and special effects. If a section of the application is not applicable, please indicate by N/A (not applicable).

Once the application is approved the permit will be emailed to the *Primary Contact*. A copy of the approved permit and insurance certificate must be present on-site during filming.

You cannot do the following unless you have permission:

- Stop or delay car & pedestrian traffic
- Film at any Park (ex. Detroit Riverwalk)
- Film at Spirit Plaza, Hart Plaza, Joe Louis Fist, or Belle Isle
- Film on any freeway, bridges, or the People Mover
- Film on private property
- Film on the Detroit River (camera & drone)
- Use drones
- Film business signs
- Film murals or artwork
- Use fire
- Use guns and/or police cars (real or fake)

If there are any questions, please email dfo@detroitmi.gov

PRIMARY CONTACT

NAME:

PHONE NUMBER:

EMAIL ADDRESS:

PRODUCTION INFORMATION

PRODUCTION TITLE:

PROJECT DESCRIPTION:

START DATE:

END DATE:

PRODUCTION COMPANY:

ADDRESS:

CITY:

STATE:

ZIPCODE:

OFFICE NUMBER:

Please select the production FORMAT:

- | | | | |
|--------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Feature | <input type="checkbox"/> Music Video | <input type="checkbox"/> Documentary | <input type="checkbox"/> WWW AD |
| <input type="checkbox"/> WWW Program | <input type="checkbox"/> TV/Cable Program | <input type="checkbox"/> Photography | <input type="checkbox"/> TV/Cable Movie |
| <input type="checkbox"/> TV/Cable Ad | | | |



PRODUCTION INFORMATION cont'd

PRODUCER

NAME:

PHONE NUMBER:

EMAIL:

DIRECTOR

NAME:

PHONE NUMBER:

EMAIL:

PRODUCTION MANAGER

NAME:

PHONE NUMBER:

EMAIL:

1ST AD

NAME:

PHONE NUMBER:

EMAIL:

LOCATION MANAGER

NAME:

PHONE NUMBER:

EMAIL:

LOCATION ASSISTANT MANAGER

NAME:

PHONE NUMBER:

EMAIL:

PUBLICIST

NAME:

PHONE NUMBER:

EMAIL:

INSURANCE INFORMATION

Will filming be for B-Roll?

Yes

No

Will filming take place on personal property?

Yes

No

INSURANCE COMPANY NAME:

INSURANCE AGENT:

POLICY NUMBER:

Please include a copy of the COI (Certificate of Insurance) if this is NOT B-Roll and/or if filming is NOT on personal property.



LOCATION & SITE PLAN INSTRUCTIONS

Number of Locations: _____ Will you need to park in metered parking spaces? _____

Please attach a Site Plan for each location. The Site Plan must have the following:

- Include business names and addresses
- Location of the NO PARKING signs
 - Signs must be posted 48 hours prior to the start time
- Identify parking meter locations
- Identify the location of the condors, generator, motor homes, trucks, camera placement, etc.

Include the number of vehicles, generators, condors, etc. that will be on location

BASE CAMP LOCATIONS

LOCATION #: LOCATION ADDRESS:

Include Site Plan and *If applicable*, include Drone Pilots License, Drone Serial Number, Location Agreement, or any other necessary documentation when submitting this application.

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LOCATION LIST

LOCATION #:

LOCATION DETAILS:

PROOF OF APPROVAL:

If applicable, please provide proof of approval to film at specified location by owner/manager:

TYPE OF LOCATION: (i.e. restaurant, nightclub, bar, residential, office, apartment, etc)

ADDRESS:	CITY:	STATE:	ZIPCODE:
LOCATION CONTACT NAME:	LOCATION CONTACT NUMBER:		

Please select ALL filming activities: (Check ALL that apply)

- | | | | |
|--|--|---|--|
| <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"/> Drive-up/Drive Away | <input type="checkbox"/> Animals | <input type="checkbox"/> B-Roll |
| <input type="checkbox"/> Driving w/Traffic | <input type="checkbox"/> Droning | <input type="checkbox"/> Backyard Filming | <input type="checkbox"/> Other _____ |

ITC/POLICE HOURS:

Will ITC/Police service be needed for this location?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please list total hours and attach images of closure/maps where service is needed:				

FILM DATE(S):	FILM TIME(S):
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GUNFIRE/SPECIAL EFFECTS

	# Takes Per Day	# Times Per Day	Dates	Locations
<input type="checkbox"/> Gunfire - Automatic				
<input type="checkbox"/> Gunfire – Semi Auto				
<input type="checkbox"/> Gun Fire – Single Shot				
<input type="checkbox"/> Breaking Glass				
<input type="checkbox"/> Car Explosion(s)				
<input type="checkbox"/> Fire Ball(s)				
<input type="checkbox"/> Fire Bar(s)				
<input type="checkbox"/> Burning Objects				
<input type="checkbox"/> Spark(s)				
<input type="checkbox"/> Other: _____				

DESCRIPTION OF GUNFIRE: (Detroit Police Dept. must be present for gunfire)

DESCRIPTION OF SPECIAL EFFECTS OR PYROTECHNICS: (Permit must be obtained from the Detroit Fire Dept.)

DESCRIPTION FOR OTHER:



ADDITIONAL INFORMATION

DISTRIBUTION PLAN: (i.e. Web, Cable Network)

LIST OF PARTNERS:

PROJECT RELEASE DATE:

EQUIPMENT/PERSONNEL

PREP DATE(S):

PREP TIME(S):

FILM DATE(S):

FILM TIME(S):

STRIKE DATE(S):

STRIKE TIME(S):

HOW MANY WILL YOU HAVE?

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

ADDITIONAL COMMENTS

Empty text area for additional comments.



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