



ATLANTIC CITY FILM/TV PRODUCTION PERMIT PROCEDURES

PERMIT & FEE INFORMATION

WHO NEEDS A PERMIT?

Film permits are required throughout Atlantic –Cape May counties and its municipalities for commercial film, video or still photo shoots that are conducted on public property. A film permit is not required for individuals filming or videotaping only for their own personal or private use, for employees of print or electronic news media when filming ongoing news events, or for students and faculty filming exclusively for educational purposes.

There is no fee for this permit or for the use of public property.

Filming permits:

Permission or a permit for filming is coordinated through the local permit office of municipal agencies. The time for permits varies. Requests which involve alteration or removal of public property, stunts, special-effects or moving vehicles on public property require additional permits. The use of private property or temporary construction may also require various permits and approvals.

Please call the Division of Planning at (609) 347-5404 or the Division of Construction @ (609) 347-5660 with any questions. A minimum (5) five-day lead time prior to filming is required. The larger the project, the more lead time you must allow.

FILMING DURING MAJOR TOURISM EVENTS

Filming during a special event activity or entrance to participating event establishments will require permission of the owner/operator and or event sponsor.

INSURANCE REQUIREMENTS

A certificate of liability insurance in the amount of \$1 million per incident naming the City of Atlantic City as additional insured is required before a permit is issued and filming begins. A Waiver and Hold Harmless Agreement entered into between you and the City of Atlantic City is also required.

SECURITY DETAIL

Special security might be required as per the Atlantic City Police Department at the applicant's expense.

VEHICLE PERMITS

Vehicle permits may be obtained by the applicant from the City Engineer's office at: (609) 347-5360



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The attached permit application must be filled out for **ALL** commercial filming activities taking place within the limits of Atlantic City. Permits are available online at: www.atlanticcitynj.com or by contacting:

Sheila Harvey or Omar Nobles
City of Atlantic City
Office of Special Events
1301 Bacharach Blvd.
City Hall - Suite 509
Atlantic City, NJ 08401
(609) 343-6326 | Fax: 609-347-5794
email: sharvey@cityofatlanticcity.org or onobles@cityofatlanticcity.org

IMPORTANT — INSURANCE REQUIREMENTS: For all filming within Atlantic City, the City of Atlantic City must be named as “**Additional Insured**” as it relates to said project as well as any other related entities. A minimum \$1 million Comprehensive General Liability Insurance Policy must be obtained. Proof of insurance must be attached to **the Film/TV Permit Application**. If you have any questions with respect to Liability Insurance process, please contact the Special Events office.

Pyrotechnics/Special Effects: For required additional permits contact **Special Events**. Please complete the **Permit Application and Location Worksheet** (make copies for additional locations if applicable). Remember to include the required **Insurance Certificate**.

The ACCVA Film Office will accept a duplicate copy of the completed permit application, location worksheet and insurance certificate and forward said documents to Special Events office for processing.

Upon receipt, the ACCVA will follow-up with the City on the applicant’s behalf in order to ensure that the permit is issued in a timely manner. As such, please forward your permit application and attachments to:

FILM/TV PRODUCTIONS

Heather Colache
Phone: 609-449-7151
Fax: 609-345-2200
Email: hcolache@accva.com

TV/Commercials & News Coverage

Elaine Zamansky
Phone: 609-449-7166
Fax: 609-347-6577
Email: ezamansky@accva.com



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1. The attached application must be filled out and received by the appropriate City Office(s) no less than five (5) working days prior to the date of the event.
2. A meeting may be required with this office and the responsible parties prior to the issuance of this permit.
3. If the permit is granted, the applicant shall remain subjected to all regulations, ordinances and laws of the City, State and Federal Governments insofar as they may apply. They must leave the area clean and in the same condition in which they found it.
4. The permit, if granted, is not transferable and is authorized solely to the applicant of the event said application concerns.
5. No vehicles are permitted on the beach or Boardwalk without a separate Boardwalk Vehicle permit issued by the City Engineer, Suite 603 - City Hall, (609) 347-5360.
6. All persons who are granted a permit shall provide their own supervision and cleanup. Failure to do so will result in the applicant's denial of future permits as well as necessary fines.
7. **INSURANCE** — applicant must supply a Liability Insurance Certificate in the amount of \$1 million as a precondition for obtaining permits. The Insurance Certificate shall be submitted with this application or it can be provided after the application is submitted, reviewed and determined to be approvable.

The Insurance Certificate must be received prior to the issuance of the permit. **PERMITS WILL NOT BE PROCESSED WITHOUT INSURANCE. INSURANCE WILL NOT BE WAIVED. NO EXCEPTIONS!**

8. The applicant will be required to obtain any/all police coverage is deemed necessary by the Chief of police and shall be responsible for compensation of said officers. Contact the ACPD at 609-347-5709 for more information on private police detail assignments.

Please Note: Filming on private property does not always require a film permit; however, if **any** special effects (pyrotechnics) are to be used you will be required to secure a Film Permit and the required local fire department's approval. Contact the Police Department if your filming activity has the potential of producing any adverse impact to a neighborhood (i.e., traffic disruptions, etc.). Temporary usage or Construction on private property may require other permits and approvals.



ATLANTIC CITY FILM/TV PRODUCTION PERMIT APPLICATION

Welcome to the City of Atlantic City. We will endeavor to meet your location schedules/deadlines. This application must be submitted to the appropriate offices no later than **five (5) working days** prior to the proposed filming event.

Permit submittal is required **fourteen (14) working days** prior to any film event(s) where traffic disruptions, special effects or construction activities are proposed.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

Date of Application: _____

Type of Film Event:

____ Motion Picture/Feature ____ Short Film ____ Documentary

____ TV (Drama/Comedy/Non-Reality) ____ TV Movie ____ Reality TV ____ Commercial

____ Music Video ____ Still Photo ____ Photoshoot ____ Other

Date(s) of Film Event: _____ Est. # Production Days: 1-3 4-7 8-14 15+

Name of Applicant (s): _____

Production Title: _____

Production Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

Location Manager: _____

Manager Telephone No.: _____ Manager Fax No.: _____

Barricade Plan and/or required Fire Department permit attached to Film Permit Application: ____ YES ____ NO

Required proof of insurance attached to Film Permit Application: ____ YES ____ NO

I HEREBY CERTIFY THE ABOVE STATEMENTS MADE BY ME ARE TRUE

Signature

Date



ATLANTIC CITY FILM/TV PRODUCTION PERMIT LOCATION WORKSHEET

MUST BE ATTACHED TO THE PERMIT FOR PERMIT APPROVAL
ADDITIONAL LOCATIONS RELATED TO THIS PERMIT REQUIRE ONLY THE SUBMITTAL OF THE
"WORKSHEET" FOR EACH LOCATION

PRODUCTION TITLE: _____

FILMING DATE(s): _____ | TIME(s): _____

Setup: _____ Film: _____ Wrap: _____

LOCATION OF FILMING: _____ No. Cast/Crew: _____

Location Detail: (check all that apply)

___ Residential Property ___ Commercial Property ___ Government Property
___ Public Right-of-Way ___ On-Street Parking ___ Private Property
___ Boardwalk ___ Beach

Summary of Scene:

Scene Requirements: (check all that apply)

___ Road Closures ___ Lane Closures ___ Internal Dialogue ___ External Dialogue
___ I.T.C. (3-5) ___ Running Shots ___ Police Escort ___ Pedestrian Disruptions
___ Drive Bys ___ Drive Ups/Aways ___ Camera in Curb lane ___ Camera on Sidewalk
___ Tow Shots ___ Cranes ___ Wet Down ___ Dolly Track
___ Drive w/Traffic Flow ___ Scaffolding/Platforms
___ Other Special

Conditions/Requests: _____

Special Effects: (Pyrotechnics, open flames, smoke, laser equipment)

Describe: _____

Estimate Number of Vehicles/Equipment to be used:

___ Cast/Crew ___ Cars ___ Trucks ___ Vans ___ Motor Homes
___ Camera Cars ___ Catering ___ Ancillary Vehicles ___ Other: _____

Staging Area

Location: _____

Parking Meters Required: Yes/No **Amt.Pd.:** _____ **Receipt #:** _____

NOTE: Posting of "NO PARKING" Signs/Meter Bags requires 24 hour advance notice



ATLANTIC CITY FILM/TV PRODUCTION DRIVING SHOTS

SCHEDULE "A" – MOTION PICTURE – TELEVISION PERMIT PERMIT #: _____

NAME OF FEATURE: _____ PHONE: _____

LOCATION DATE TIME DETAILED DESCRIPTION OF SCENE

1.

2.

3.

4.

5.