



## Portrait/Scenic Photography Permit Guidelines

These guidelines should be followed by any individual or company interested in professional portrait or scenic photography on public property in the City of Austell. The guidelines are subject to change and may be enforced as conditions of the permit.

This permit does not include large scale photography productions. Photographers expecting to shoot for more than two hours or who require more than 10 minutes of set-up or teardown time must obtain a one-time media production permit.

1. Submit the portrait/scenic photography permit request through the Community Development Department located at 5000 Austell-Powder Springs Road, Suite 101; Austell, Georgia 30106.
2. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day for City of Austell officers. This arrangement can be made by the photographer through the Austell Police Department at (770) 944-4318.
3. Contact affected business and property owners to obtain their permission to use surrounding property. Compensation may be necessary if business and home environments are greatly disrupted.
4. Photographer shall have a copy of the permit on site at all times.
5. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
6. Emergency vehicle access shall be maintained at all times.

Fees:	One-Time Permit:	\$ 50.00
	Annual Permit:	\$100.00

For additional information, send all e-mails to [darrell@austell.org](mailto:darrell@austell.org). Applications can be submitted to [kdavis@austell.org](mailto:kdavis@austell.org) and paid over the phone after the application is entered.



## Portrait/Scenic Photography Permit Application

Application Date: \_\_\_\_\_

Company/Studio Name: \_\_\_\_\_

Company/Studio Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### One-time Only:

Photo Shoot Date: \_\_\_\_\_

Photo Shoot Time: \_\_\_\_\_

Photo Shoot Location(s): \_\_\_\_\_

### Save Harmless Agreement

The applicant agrees to indemnify the City of Austell and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

\_\_\_\_\_  
Permit Issued By

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Permit Number



## **Media Production Permit Guidelines**

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Austell city limits. The guidelines are subject to change and may be enforced as conditions of the permit.

1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. Applicant must provide a certificate of insurance naming the City of Austell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Austell as additional insured.
3. Submit the media production permit application to the Community Development Department at 5000 Austell Powder Springs Rd. Suite 101 Austell, Ga.
4. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day. This arrangement can be made by the applicant through the Austell Police Department at 770-944-4318.
5. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
6. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Austell Fire Department.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require inspection by the Fire Marshal.
8. If permission is granted by the City, a written permit will be issued including time, date and location of production and acceptable activities within the scope of the permit.
9. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
10. The production company must have the permit on site at all times.
11. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
12. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
13. The Austell Fire Marshal shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
14. The City of Austell logo may not be included in any production without written permission from the Community Affairs Department.





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1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. Applicant must provide a certificate of insurance naming the City of Austell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Austell as additional insured.
3. Submit the media production permit application to the Community Development Department at 5000 Austell Powder Springs Rd. Suite 101, Austell, Ga. 30106.
4. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day. This arrangement can be made by the applicant through the Austell Police Department at 770-944-4318.
5. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
6. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Austell Fire Department.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require inspection by the Fire Marshal.
8. If permission is granted by the City, a written permit will be issued including time, date and location of production and acceptable activities within the scope of the permit.
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## Media Production Application

Project Title: \_\_\_\_\_

Production Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Type of Project:

\_\_\_\_\_ Student Project\*\*

\_\_\_\_\_ Commercial

\_\_\_\_\_ Corporate Video

\_\_\_\_\_ Documentary

\_\_\_\_\_ Feature Film

\_\_\_\_\_ Music Video

\_\_\_\_\_ Photography

\_\_\_\_\_ PSA

\_\_\_\_\_ TV Series

\_\_\_\_\_ TV Program

\_\_\_\_\_ TV Movie

\_\_\_\_\_ Other: \_\_\_\_\_

\*\* Student projects must have an email from the supervising professor to verify current enrollment status before a permit is issued. Applications will not be processed until this correspondence is received. While there is not a permit fee for student projects, there will be fees associated with any City services required.

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location(s) of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Commercial Location \_\_\_\_\_ Residential Location

List any Building Changes or Removal of Vegetation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of Tents: \_\_\_\_\_ Square Footage of Each Tent: \_\_\_\_\_

List Tent Locations: \_\_\_\_\_

Production Dates: \_\_\_\_\_ Set-Up Begins at: \_\_\_\_\_

Teardown Complete at: \_\_\_\_\_





Number of Vehicles:

_____ Production Cars	_____ Crew Cars	_____ Campers
_____ Trucks	_____ Trailers	_____ Shuttle Vans
_____ Generators	_____ Tow Cars	_____ Extras' Cars
_____ Buses	_____ Vans	

Total: \_\_\_\_\_

List Parking Locations: \_\_\_\_\_

Number of Personnel:

\_\_\_\_\_ Crew          \_\_\_\_\_ Cast          \_\_\_\_\_ Models          \_\_\_\_\_ Extras

Total: \_\_\_\_\_

Uses:

_____ Street Closure	_____ Drive Shots of Car
_____ Lane Closure	_____ Drive with Flow of Traffic
_____ Camera on Street	_____ Tow Shots
_____ Camera on Curb	_____ Smoke/Fire/Other Pyro
_____ Camera on Sidewalk	_____ Other: _____

Services Required:

_____ City Police	_____ Sanitation
_____ City Parks	_____ Transportation
_____ Fire Department	_____ Other: _____

Special Effects or Stunts:

_____ Smoke/Fire/Pyro	_____ Falling/Jumping from Height
_____ Vehicles	_____ Animals
_____ Simulated Weapons Used	_____ Other: _____

**Permit Fee: \$300.00**

\_\_\_\_\_ I have read and agree to abide by the City of Austell Media Production Permit Guidelines.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### Hold Harmless Agreement

The applicant agrees to indemnify the City of Austell and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

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Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

For additional information, contact Kim Davis at 770-944-4309 or [kdavis@austell.org](mailto:kdavis@austell.org)