COBB COUNTY
Economic DEVELOPMENT DEPARTMENT

Sabrina Wright, *Director*

Physical Address:
1150 Powder Springs St., Suite 400
Marietta, GA 30064

Mailing Address:
ATTN: Film Permitting
P.O. Box 649
Marietta, GA 30061

FILM PERMIT APPLICATION

Permit requirements will be determined once a complete application has been received.

A film permit application is required for all filming in unincorporated Cobb County or in any Cobb County Facility. All county ordinances, particularly those related to public safety, code enforcement, traffic, and noise, will be enforced.

An application fee of $100.00 is due at the time of submission. When filming on County property legal review is required and will incur a $300.00 permit coordination fee in addition to the application fee. If an application is submitted less than seven (7) business days prior to shooting, an expedite fee of $500.00 is due at the time of submission. All fees are non-refundable.

Please contact the Cobb County Office of Economic Development at (770) 528-2018 with any questions.

PRODUCTION COMPANY

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

ProductionTitle: _____

Type: ☐ Feature ☐ TV ☐ Documentary ☐ Student ☐ Still ☐ Music Video ☐ Commercial ☐ Reality ☐ Other, please specify _____

Project Budget: ☐ $0 - $50K ☐ $50K - $100K ☐ $100K - $500K ☐ $500K - $5M ☐ Other Shot budget: _____ ☐ $5M – $10M ☐ $10M – $30M ☐ $30M – $50M ☐ over $50M

Total Shoot Days:_____ Total Shoot Days in Cobb:_____
Producer: _____ Phone: _____
Director: _____ Email:_____

Personnel Contact Information (Must be on site at time of shoot)

Contact Type: ☐ Location Manager/Scout ☐ Production Manager ☐ Other_____
Name:_____
Phone: _____
Mobile/Cell:_____ Email: _____

Shoot Information (If application is for multiple locations, complete this page for each location.)

Location #: _____

Shoot Dates:

	Start Date	End Date	Call Time	AM	PM	Wrap Time	AM	PM
Prep				☐	☐		☐	☐
Shoot				☐	☐		☐	☐
Strike				☐	☐		☐	☐

Site/Plan Description

Each location must include a site plan that includes streets, intersections and the location of all production elements including vehicles, generators, tents, large set pieces, etc. Site Plan Review process must include the Cobb County Fire Department.

Name: _____

Address/Location: _____

City: _____ Zip Code: _____

Each location must include a detailed site plan that includes but not limited to the following:

- Location of the filming/production elements (include buildings/structures and/or outside locations)
- Show the location of any sets that will be constructed or erected
- Streets and intersections, must indicate proposed partial or full road closures
- Tents with the size of each tent and whether the tent will have sides. Tents over a certain size will require a separate permit
- Generator location with the fuel capacity (gas, diesel), certain fuel capacities will require separate permits
- Base camp location
- Parking for crew and extras
- Fire department access

Amplified Sound

Do you plan to have amplified sound? ☐Yes ☐No

What type of sound equipment will you use?_____
What type of sounds will be amplified?_____
Start time of amplified sound:_____ End time:_____

All amplified sound must comply with the County's Noise Ordinance which limits amplified sound to the hours between 7:00 a.m. and 11:00 p.m.

Personnel at this Location

Number of Cast/Crew:_____
Number of Extras:_____

Vehicles and Parking *Filming within a County Park or facility may require the presence of a County employee for an additional fee.
*Fire department access must be maintained

Number of Vehicles:_____
Cast/Crew Cars and Vans: _____Trucks/Trailers/Motor homes:_____
Cranes/Condors: _____ Generators: _____
Picture Cars: _____Other: _____
Crew Parking:_____
Street Parking:_____
Additional Parking:_____
Base Camp:_____

Additional Location Information: (particular needs, elements, etc.)

Activity Information (If multiple activities occur at a location, complete this page for each activity.)

Please use this space to record information about activities that will occur at each location. Please be as specific as possible.

Location # _____ (number from Shoot Information Page 2)
Activity # _____ (number each activity sequentially for a specific location)

Activity Dates: _____Start: _____End:_____

Activity Description: _____
_____
_____

Does your shoot include the full or partial closure of a street, lane, sidewalk, park, or public right of way to vehicular or pedestrian traffic either directly (shot takes place in street) or indirectly (no/not enough marked, legal parking for production vehicles)?

Check One: ☐ YES ☐ NO

If yes, you must complete the application on page 9. Be advised that the conditions of the Traffic & Transportation permit include posting emergency no parking signs at your expense and informing all affected residences and business in writing no less than 72 hours before closure.

Radio Communications

☐ Licensed:
FCC License Call Sign to include any STA Call Signs _____
Frequency(s)_____

☐ Talk-around (unrepeated)

☐ Repeated (repeater)
Watts_____
Address Location of the repeater: _____
Height of Repeater_____

☐Unlicensed (FRS): Radio Types:_____ Frequency(s)_____

Fire Marshal Office Requirements:

APPLICABLE CODES

All filming and production must comply with all applicable State laws and County ordinances. The applicable laws and ordinances include but are not limited to the following:

- Official Code of Georgia Annotated (OCGA) Title 25
- Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Safety Standards
- Official Code of Cobb County (OCCC) Chapter 54 Fire Prevention and Protection
- NFPA 140 Standard on Motion Pictures and Television Production, Studio Soundstages, Approved Production Facilities, and Production Locations

LOCATION/SITE INFORMATION

Check **Yes** or **No** for each item that will be used during setup or administration of this film.

Y ☐ **N** ☐ A Commercial Tenant Space (occupied or vacant)
Y ☐ **N** ☐ Tent*, Canopy, Modular Building, or Trailer
Y ☐ **N** ☐ Food Truck or Cooking Trailers
Y ☐ **N** ☐ Cooking, Grilling, or Frying when feeding crew
Y ☐ **N** ☐ Generators*
☐ Specify Other: _____

The number and size of modular buildings or temporary structures such as tents must be detailed on the plans. The level of cooking must also be noted on the plans.

SPECIAL EFFECTS

Check **Yes**, **No,** or **Maybe** for each special effect that will be utilized

Y ☐ **N** ☐ **M** ☐ Aircraft/Drone	**Y** ☐ **N** ☐ **M** ☐ Animals	**Y** ☐ **N** ☐ **M** ☐ Burn Barrels
Y ☐ **N** ☐ **M** ☐ Stunts	**Y** ☐ **N** ☐ **M** ☐ Construction	**Y** ☐ **N** ☐ **M** ☐ Explosions
Y ☐ **N** ☐ **M** ☐ Gun Shots, Squibs	**Y** ☐ **N** ☐ **M** ☐ Welding	**Y** ☐ **N** ☐ **M** ☐ Vehicle in Building

Y ☐ **N** ☐ **M** ☐ Pyrotechnics* including cold sparks
Y ☐ **N** ☐ **M** ☐ Flame Effects*: Candles, Matches, Lighters, Fire Balls, Open Flames, Sparks
Y ☐ **N** ☐ **M** ☐ Flammable/Combustible Gasses
Y ☐ **N** ☐ **M** ☐ Flammable/Combustible Liquids
☐ Other Effects: _____

Provide a detailed description of the effect for any items marked “Yes”. Some of the effects listed above may require additional review and/or permits (see Special Permits).

SPECIAL PERMITS

*Separate permits are required for tents, pyrotechnics including cold sparks, flame effects, and generators. The permit applications are provided on the Cobb County's Fire Marshal webpage www.cobbfmo.org

FIRE PROTECTION AND LIFE SAFETY SYSTEMS

Indicate **Yes**, **No** or **Maybe** if any of following systems will be affected during the set/up or film production

Y ☐ **N** ☐ **M** ☐ Fire Sprinkler System
Y ☐ **N** ☐ **M** ☐ Fire Alarm System
Y ☐ **N** ☐ **M** ☐ Smoke Control System
☐ Other Systems: _____

INSPECTIONS

Certain location set ups will require an inspection by the Cobb County Fire Marshal's Office (CCFMO) prior to the use of the set up. Inspections include but are not limited to tents, food truck locations, and generators. Inspections must be coordinated with the CCFMO Special Events team.

FIRE SAFETY OFFICER REQUIREMENTS

A Fire Safety Officer (FSO) will be required for certain special effects (flame effects, pyrotechnics), fire protection or life safety system being out of service or bypassed, where requested by production, or when required by the Fire Marshal or his or her designee. A FSO may also be required for special circumstances such as a production set up or special effect not meeting the prescriptive codes or standards

At a minimum the FSO must be a certified fire inspector with the State of Georgia and be employed with CCFMO. The FSO minimum rate is $75 per hour for a minimum of four (4) hours. The rate is subject to change due to staffing levels, holidays, or expedited request. Any request for FSO less than five (5) business days will considered as an expedited request.

Cobb County Film Fee Schedule

Film Permit Application Fee	$100.00
Permit Coordination Fee	$300.00
Expedite Fee (If film request date is less than 7 business days)	$500.00
Change Order	$100/change
Entire Road Closure	$500*/day
Partial Lane or ROW	$200*/day
County Facility Use Fee	$100*/day
On Site Staff Compensation	$250*/day
FD Professional Fire Watch**	$75/hr. (4hr. Min.)
FD Firework Review & Inspection	$250.00
FD NFPA 160 Flame Effect Review	$100.00
FD Tent Review & Inspection	$50.00
FD - Other Fees	*See* www.cobbfmo.org
PD – POST Certified Officers / 4hr. min.	Rate Varies
Other Impact Fees	Varies by Department

***Minimum fee**

Daily rate = 12 hours

****Professional Fire Watch: Certified Georgia Fire Inspector, currently employed by the Cobb County Fire Marshal's Office**

Additional Application Requirements

All Applicants must submit a security plan (p. 9) that is approved by the Chief of Police or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers for the shoot as determined and directed by the Cobb County Police Department based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce County ordinances and State law.

To receive approval to film, the recipient must agree to all of the terms and conditions set forth in the film permit approval letter, including without limitation compliance with the following rules:

Cobb County Ordinances and state laws must be followed at all times. Please contact the Cobb County Police Department, Special Operations Commander at (770) 499-4171 for additional information.

Cobb County ordinances prohibit placing any temporary local directions signs in the public right-of-way or on county, state, or federal signs. Signs must be self-standing, not exceed three feet in height and only be placed on private property with property owner's permission. **Please contact Code Enforcement at (770)528-2180 for additional regulations. (Cobb County Code Ordinance # 134-316)**

Any and all change requests must be received at least one business day prior to the shoot and pay the appropriate fees.

Fees may apply to services requested in parks outside of normal business/operating hours, and the permitee must pay said fees at the time of receiving the film permit approval letter.

Upon written notice from the Office of Economic Development, any filming/production that is being done in contravention of the provisions of this permit application or in a dangerous or unsafe manner shall be immediately stopped. The written notice to stop work shall state the specific violation and the conditions under which filming/production may be resumed. Where an emergency exists, no written notice shall be required. Violators may be subject to a fine up to $1000. Permittee must agree to pay said fine within thirty (30) days of receipt of County invoice.

The permittee must agree in writing to indemnify the County for damages arising from the shoot.

The permittee must obtain and submit to the County, insurance coverage for any shoot on County property.

Cobb County Park Rules

No person shall do any of the following in any Cobb County park:

- Drive on the grass or be permitted to have a vehicle off paved roads.
- Hang any sign, banner, or any other item from a tree located in the park.
- Climb or lie upon any tree, shrub, fence, statue, monument or fountain.
- Drive stakes, posts, poles or any other device or dig holes for the purpose of securing stakes, posts, poles or any other device for any reason, including erecting a tent, stage or other structure.
- Make any modifications to any structures, trees, shrubs, display beds, playground equipment, or any other park amenities.
- Anytime a vehicle enters a park it must adhere to posted speed limit signs or proceed at 5 mph with hazard lights on.

Permittee hereby agrees to ensure compliance with the condition of the permit and further agrees to obtain prior County approval for deviations from the information provided herein. Permittee understands that failure to comply with these requirements may result in immediate cancellation.

Applicant Signature _____

Date: _____

Must be signed

COBB COUNTY GOVERNMENT
SECURITY PLAN

Today's Date: _____

Shoot Name: _____

Description of shoot (be detailed):_____
_____

Date: _____ Time: _____

Location (s) / Route (if there are any moving components):
_____
_____

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)
_____
_____

Number of police hired: _____(POST-certified off-duty law enforcement personnel only)

List agencies represented by Off-duty Officers: _____

List "Lead Officer's" name and contact number: _____

TRAFFIC: Fixed: _____Mobile: _____

CROWD CONTROL: Fixed: _____Mobile: _____

Number of Barricades required: _____(applicant must provide barricades)

Are you hiring additional security from a private security company? : ☐ **Yes** ☐ **No**
Please note: this is not a substitute for Post-certified off-duty law enforcement personnel

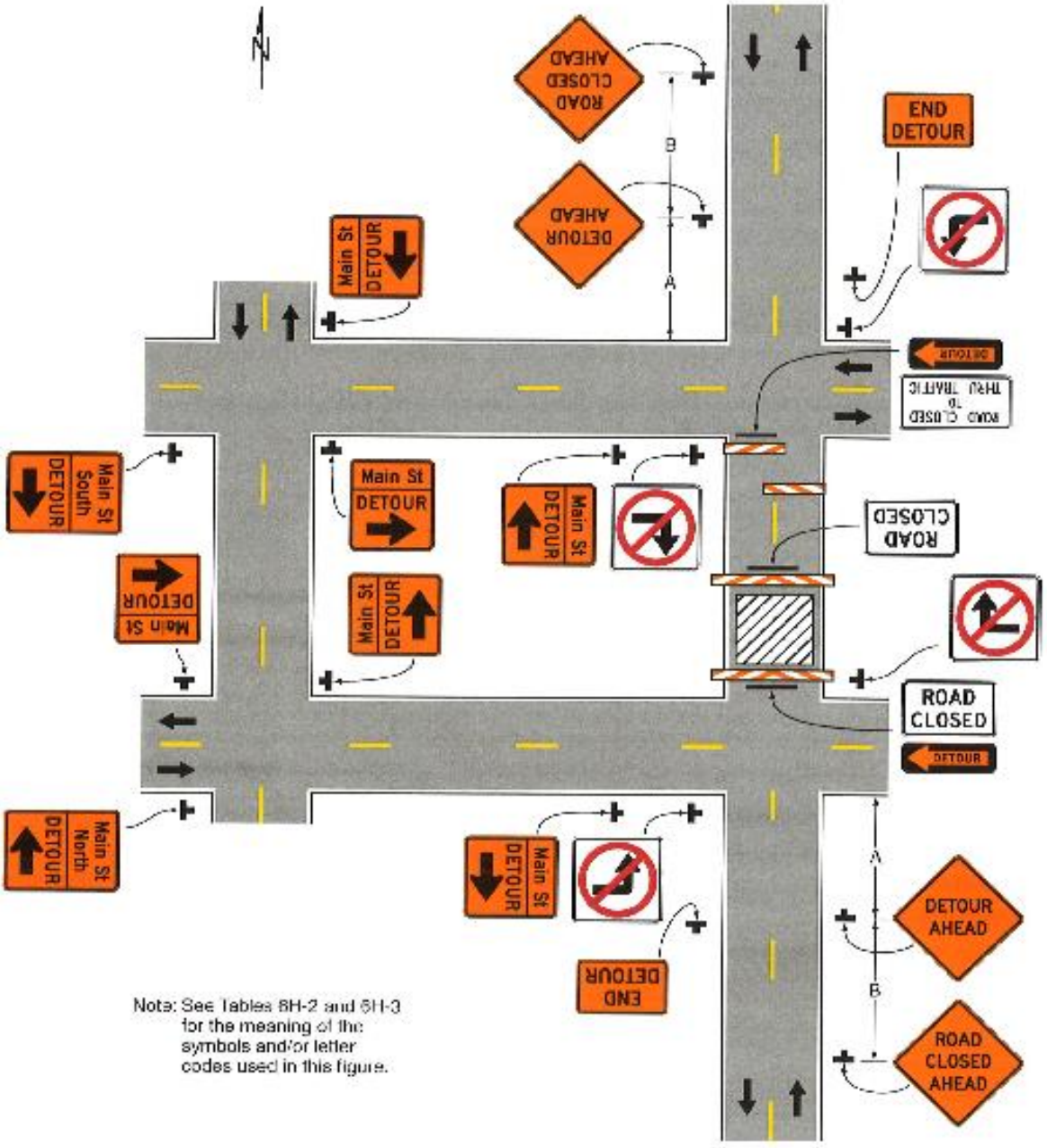
If yes, please list the Name and Contact Number of the private security company:
_____

This above portion of this form is to be filled out by the Producer or Location Manager ONLY.

For more info, contact the Cobb County Police, Special Operations Commander at (770) 499-4171 or msteine@cobbcounty.org

Example of Traffic Control Plan

Figure 6H-20. Detour for a Closed Street (TA-20)



Typical Application 20