



FILMING PERMIT APPLICATION

Permit must be filed no less than 5 working days before scheduled production.

PROJECT & CONTACT INFORMATION

Primary Contact Name & Title: _____
Production Company Name: _____
Phone: _____ Email: _____
On-site Location Manager: _____ Phone: _____
Production Title: _____
Production Type: ☐ Feature Film ☐ Commercial ☐ TV ☐ Documentary
☐ Student ☐ Other: _____

FILMING DETAILS

Filming Dates (incl. prep/wrap): _____
Location(s) with Address(es): _____

Daily Hours of Activity:
Prep: _____ Filming: _____ Wrap: _____
Rain Date or Alternate Date(s): _____

SCENE DESCRIPTION & ACTIVITIES

Brief description of scenes to be filmed: _____

Will your shoot include any of the following? (check all that apply and describe below)

- | | |
|---|--|
| <input type="checkbox"/> Stunts | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Simulated Weapons / Firearms | <input type="checkbox"/> Fake Police or Emergency Vehicles |
| <input type="checkbox"/> Special Effects (Rain/Wind/Smoke) | <input type="checkbox"/> Generator or Power Drops |
| <input type="checkbox"/> Excessive Noise / Sound of Gunfire | <input type="checkbox"/> Tent Setup |
| <input type="checkbox"/> Road or Sidewalk Closures | <input type="checkbox"/> Large Equipment (e.g., Cranes, Condors) |
| <input type="checkbox"/> Use of Drones or Aircraft | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Night Filming (after 10:00 PM) | <input type="checkbox"/> Minors |

Describe any checked items above: _____

PARKING / TRAFFIC CONTROL

Base camp or production parking location(s): _____

Requesting reserved street parking? ☐ Yes ☐ No

Traffic/pedestrian control needs: _____

Requesting Police or Fire Detail? ☐ Yes ☐ No

INSURANCE REQUIREMENTS

Certificate of Insurance (COI) listing City of [City Name] as Additionally Insured must be attached. Minimum General Liability: \$1,000,000 per occurrence
Additional coverage for stunts, aircraft, or special effects may be required at city's discretion.

AGREEMENTS & RESPONSIBILITIES

- Production agrees to comply with all applicable ordinances unless waived.
- Any changes to date, time, or location must be approved by the City Film Liaison or designee.
- Production agrees to restore all municipal property and clean locations after filming.
- Production agrees to indemnify and hold harmless the City of Grand Rapids.

FEES

There is no cost for a filming permit. However, the applicant agrees to cover costs associated with personnel and equipment, if city service is requested/provided. An estimate of costs will be provided to applicant prior to issuance of permit.

SIGNATURES

By signing below, the applicant certifies the information is accurate and agrees to abide by all terms outlined herein and within the approved Filming Permit.

Applicant Name (Printed): _____

Signature: _____

Date: _____

Notary: The foregoing instrument was acknowledged before me this ____ day of _____, 20____.

[Notary Seal]

Notary Signature

City Approval: _____

Date Approved: _____