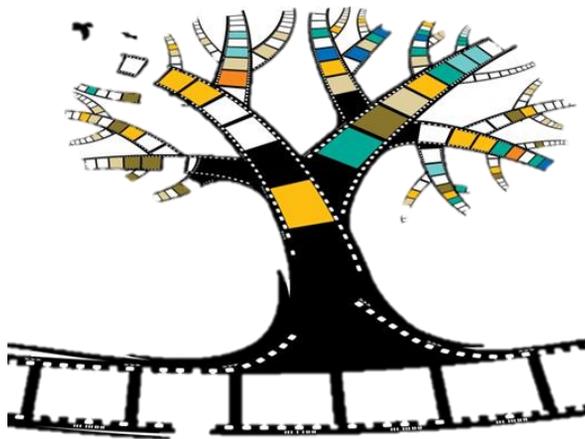




**COMMUNITY PLANNING & DEVELOPMENT  
DEPARTMENT**

**FILM & PRINT PERMIT**

**SECTION 1: SUBMITTAL REQUIREMENTS  
SECTION 2: PERMIT REVIEWERS' CONTACT INFORMATION & FEES  
APPLICATION & ROUTING SHEET**



**12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 12171  
[www.northmiamifl.gov](http://www.northmiamifl.gov)**

# Section 1: Submittal Requirements (City of North Miami Administrative Regulation 00-51)

## The following items must be submitted for permit issuance:

- Completed application form, which may be amended from time to time (Exhibit A)
- Letter of intent indicating at a minimum the exact location of the filming, dates and hours of filming, maximum number of people at any one time to be on the property for the filming, description of purpose of filming and types of shots being filmed.
- Site plan clearly indicating staging and set-up areas, as well as location of parking for all vehicles, trailers, and equipment connected with the filming.
- Proof of public liability insurance in the minimum amount of \$1,000,000 or as otherwise imposed by the City naming the City as an additional insured.
- Fee of two hundred and fifty dollars (\$250.00) will be submitted with an application for a major still photo, video or film permit for a maximum of two (2) days, and one hundred dollars (\$100.00) for a minor still photo, video or film permit. If the still photo, video or film shoot is more than two (2) days, then, a fee of one hundred and fifty dollars (\$150.00) for a major still photo, video or film, and twenty five (25.00) dollars for a minor still photo, video or film for each additional day will apply upon approval of the permit.
- Secure signatures from abutting *residential*/property owners that may be impacted by the filming. The applicant will be responsible to certify to the City that all property owners within the area designated as the impact area, have been notified of the filming (please see last page). Designation of the impact area will be at the discretion of the City Manager or his/her designee.
- Projects requiring the use of City facilities (i.e. parks, community centers, stadium, etc.) are required to sign a separate rental agreement with the department responsible for those facilities and pay required rental fees prior to the issuance of the film permit.

## Permit Conditions & Requirements:

- The City will have at least five (5) days to review an application for a filming permit and may approve it with conditions or deny the request.
- The City Manager may at his/her discretion, with the intent of protecting public interest, safety and welfare impose conditions such as:
  - Require the applicant to hire off-duty police officers to supervise and control traffic and other matters when the public rights-of-way are utilized for filming.
  - Require the applicant to hire off-duty police officers to provide security and control of filming on private property.
- Limit filming in a residential location to no more than three (3) a year for projects of more than five (5) days.
- Limit filming in residential neighborhoods to the hours of 6:00 a.m. to 11:00 p.m.
- Limit the number and location of vehicles, trailers, and equipment as depicted on the approved site plan submitted in order to minimize intrusive impacts on neighborhoods.
- Denial The City Manager may deny a permit request if there is evidence that previous filming at the same location had a negative disruption of the neighborhood, or if on previous occasions the applicant violated conditions or restrictions of a film permit, or if the applicant previously failed to obtain a film permit. The City Manager reserves the right to revoke any film permit without cause or advance notice.

## Section 2: Permit Reviewers' Contact Information & Fees

Contact	Phone	E-Mail
<b>Brittni Duria</b> Senior Planning Technician	305-895-9825, ext. 12171	<a href="mailto:bduria@northmiamifl.gov">bduria@northmiamifl.gov</a>
Zoning Administrator	305-895-9825, ext. 12256	
<b>Karen Muir</b> Risk Management	305-893-6511, ext. 12202	<a href="mailto:rmuir@northmiamifl.gov">rmuir@northmiamifl.gov</a>
<b>Major Robert Bage</b> North Miami Police Department	305-893-6511, ext. 24129	<a href="mailto:rbage@northmiamipolice.gov">rbage@northmiamipolice.gov</a>
<b>Derrick Corker</b> Parks & Recreation	305-895-9840, ext. 12230	<a href="mailto:dcorker@northmiamifl.gov">dcorker@northmiamifl.gov</a>
<b>Tanya Wilson-Sejour</b> CP & D Director	305-895-9825, ext. 12182	<a href="mailto:tsejour@northmiamifl.gov">tsejour@northmiamifl.gov</a>
<b>Larry M. Spring, Jr.</b> City Manager	305-895-9888, ext. 12101	<a href="mailto:lspring@northmiamifl.gov">lspring@northmiamifl.gov</a>

### Fees

The distinction between major and minor still, video or film project will be made by City staff based on the combination of a number of factors including but not limited to the size of the project (number of participants, number of vehicles, amount and size of equipment, etc.), impact on the neighborhood (street closing, parking, staging area, noise, frequency of the project, hours of filming, etc.).

*City of North Miami Administrative Regulation 00-51*

**Major:** \$250.00 for a maximum of two (2) days  
\$150.00 for each additional day

**Minor:** \$100.00 for a maximum of two (2) days  
\$25.00 for each additional day

Permit Number:  
FILM - \_\_\_\_\_ - 2016



## Film & Print Permit Application

### Company Applying for the Permit:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Project Information:

Project Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date and Times: \_\_\_\_\_

**Acknowledgement:** I have read the requirements and agree to abide by the City's Administrative Regulation 00-51.  
Failure to do so will delay the film & print permitting process.

\_\_\_\_\_  
Signature

Please e-mail the permit application and the required information to [bduria@northmiamifl.gov](mailto:bduria@northmiamifl.gov)

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### For City Use Only

### Department Approval

#### Approved:

\_\_\_\_\_  
Tanya Wilson-Sejour  
Community Planning & Development

\_\_\_\_\_  
Larry M. Spring, Jr.  
City Manager

\_\_\_\_\_  
North Miami Police Department Representative

\_\_\_\_\_  
Derrick Corker  
Parks & Recreation

## Film Permit Review Routing Sheet

The following departments may be affected by the proposed request. As such please verify if there are conditions that must be met. If none then please check the appropriate box below:

Karen Muir  
Risk Management

Approved  
 Approved with Conditions  
 Denied  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Robert Bage  
Police

Approved  
 Approved with Conditions  
 Denied  
Comments::: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning  
Community Planning  
& Development

Approved  
 Approved with Conditions  
 Denied  
Comments::: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Derrick Corker  
Parks & Recreation  
(If applicable)

Approved  
 Approved with Conditions  
 Denied  
Comments: : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

