COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT
Economic Development Division
FILM & PHOTO PERMIT

SECTION 1: SUBMITTAL REQUIREMENTS
SECTION 2: PERMIT REVIEWERS’ CONTACT INFORMATION & FEES
SECTION 3: Incentives
APPLICATION & ROUTING SHEET

12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, ext. 19012
www.northmiamifl.gov/cpd
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. (Note: Address for insurance purposes should be City of North Miami, 776 NE 125 Street North Miami, FL 33161)
- 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) consecutive 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 three (3) 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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Planning &amp; Development Department</td>
<td>305-893-6511 ext. 19012</td>
<td><a href="mailto:cpd@northmiamifl.gov">cpd@northmiamifl.gov</a></td>
</tr>
<tr>
<td>Risk Management</td>
<td>305-893-6511 ext. 13100</td>
<td><a href="mailto:riskmanagement@northmiamifl.gov">riskmanagement@northmiamifl.gov</a></td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>305-893-6511 ext. 12600</td>
<td><a href="mailto:recreation1@northmiamifl.gov">recreation1@northmiamifl.gov</a></td>
</tr>
<tr>
<td>City Manager</td>
<td>305-893-6511 ext. 12100</td>
<td><a href="mailto:citymanager@northmiamifl.gov">citymanager@northmiamifl.gov</a></td>
</tr>
</tbody>
</table>

**Fees**

The distinction between major and minor still, video or film project will be made by City staff.

*City of North Miami Administrative Regulation 00-51*

**Major productions defined as:**
- Crew size of 13 or more; OR
- Budget greater than $30,000

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

**Minor productions defined as:**
- Crew size of 12 or less; OR
- Budget of $30,000 or less

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

*Additional fees may vary by location – Parks & Recreation, form attached*
To help you with all your production needs, our department has compiled a list of various local businesses that we would consider our favorites such as caterers and equipment. Please let us know if you have any specific needs not listed and we will assist in finding them for you! Enjoy!

**PRODUCTION & EQUIPMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Film &amp; Digital Lab</td>
<td>1998 NE 150 St. North Miami, FL 33181</td>
<td>305.949.4252</td>
</tr>
<tr>
<td>Stage Equipment &amp; Lighting</td>
<td>12250 NE 13 Ct. North Miami, FL 33161</td>
<td>305.891.2010</td>
</tr>
<tr>
<td>Audio Vision Studios</td>
<td>13385 W. Dixie Hwy. North Miami, FL 33161</td>
<td>305.893.9191</td>
</tr>
<tr>
<td>Space Music</td>
<td>13630 Dixie Hwy. North Miami, FL 33161</td>
<td>305.891.8945</td>
</tr>
</tbody>
</table>

**HAIR & NAILS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaii Nails &amp; European Salon</td>
<td>480-482 NE 125 St. North Miami, FL 33161</td>
<td>305.893.7515</td>
</tr>
<tr>
<td>Jivana Nails &amp; Spa</td>
<td>12117 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.893.9310</td>
</tr>
<tr>
<td>Wild Hair</td>
<td>1601 NE 123 St. North Miami, FL 33181</td>
<td>305.891.4343</td>
</tr>
</tbody>
</table>

**CLEANERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DXD Cleaners</td>
<td>1801 NE 123 St. North Miami, FL 33181</td>
<td>305.456.9356</td>
</tr>
<tr>
<td>Parisian Custom Cleaners</td>
<td>13170 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.892.0869</td>
</tr>
<tr>
<td>Keystone Dry Cleaners &amp; Laundry Inc.</td>
<td>12711 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.891.1820</td>
</tr>
</tbody>
</table>

**BAKERIES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastry is Art Artisanal</td>
<td><a href="http://www.pastrysisart.com">www.pastrysisart.com</a> 12591 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.603.9340</td>
</tr>
<tr>
<td>Café Crème French</td>
<td><a href="http://www.cafecrememiami.com">www.cafecrememiami.com</a> 750 NE 125 St. North Miami, FL 33161</td>
<td>305.409.3961</td>
</tr>
<tr>
<td>Juan Valdes Café Colombian</td>
<td><a href="http://www.juanvaldescafe.com">www.juanvaldescafe.com</a> 1801 NE 123 St. North Miami, FL 33181</td>
<td>786.502.8225</td>
</tr>
</tbody>
</table>

**FOOD & CATERING**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomato &amp; Basil Italian</td>
<td>653 NE 125 St. North Miami, FL 33181</td>
<td>305.456.1193</td>
</tr>
<tr>
<td>Mimmo’s Mozzarella Italian</td>
<td>475 NE 123 St. North Miami, FL 33161</td>
<td>305.351.6826</td>
</tr>
<tr>
<td>Steve’s Pizza Italian</td>
<td>12101 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.891.0202</td>
</tr>
<tr>
<td>Alaska Coffee Roasting Co. Café</td>
<td>13130 Biscayne Blvd. North Miami, FL 33181</td>
<td>786.332.4254</td>
</tr>
<tr>
<td>Little Havana Cuban</td>
<td>12725 Biscayne Blvd. North Miami, FL 33181</td>
<td>305.899.9069</td>
</tr>
<tr>
<td>Finga Licking Soul Food</td>
<td>12490 NW 7 Ave. North Miami, FL 33168</td>
<td>786.703.3087</td>
</tr>
<tr>
<td>Ricky Thai Bistro Thai</td>
<td>1617 NE 123 St. North Miami, FL 33181</td>
<td>305.891.9292</td>
</tr>
<tr>
<td>Zaika Indian Cuisine Indian</td>
<td>2176 NE 123 St. North Miami, FL 33181</td>
<td>786.409.5187</td>
</tr>
<tr>
<td>Captain Jim’s Seafood</td>
<td>12950 W. Dixie Hwy. North Miami, FL 33161</td>
<td>305.892.2812</td>
</tr>
<tr>
<td>Subres Grill Kosher</td>
<td>2218 NE 123 St. North Miami, FL 33181</td>
<td>305.899.0095</td>
</tr>
<tr>
<td>Bagel Bar East Kosher</td>
<td>1990 NE 123 St. North Miami, FL 33181</td>
<td>305.895.7022</td>
</tr>
<tr>
<td>Konata’s Restaurant Vegan</td>
<td>13343 NW 7 Ave. North Miami, FL 33168</td>
<td>305.688.7400</td>
</tr>
</tbody>
</table>
Company Applying for the Permit:

Company Name: ____________________________
Address: ____________________________ City: ____________________________ State: __________________
Contact Person: ____________________________ Telephone: (____) ______ ______ Email: ____________________________

Project Information:

Project Title: ____________________________
Location: ____________________________ Date and Time(s): __________________
Base Camp Location (if different from filming location): ____________________________
Please briefly describe the type of production and scope of the project being filmed/shot in North Miami: ____________________________

Project Size & Budget:

Approximate Production Costs: $ ____________________________
# of Crew Members: ____________________________
Approximate Production Costs in the City of North Miami: $ ____________________________
Do you plan on taking advantage of any of the pre-production or production incentives (see page #): ☐ YES ☐ NO

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, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

__________________________________________  ________________________________
Signature Date

Please e-mail the permit application and the required information to cpd@northmiamifl.gov

For City Use Only

Department Approval

Approved:

Tanya Wilson, AICP
Community Planning & Development Director

Theresa Therilus, Esq.
City Manager
Extended Production Permit Application

To qualify for an extended production permit, productions must be substantially similar to original production and require multiple days of filming over an extended period of time. Productions that deviate substantially from the approved production application require a separate permit application and assessed fee. Please note that determination of similarity of productions will be made by City Staff.

Are your future productions substantially similar to the original production being described on the previous page?

☐ YES    ☐ NO

Please indicate the estimated number of production days needed and dates of production. If exact dates are not known, please indicate the estimated month of production. **Please note that if the exact date is not specified, the City must receive forty-eight (48) hours written notice (by signed letter or email) prior to each subsequent film production.** All dates of future production must be within twelve (12) months of date of permit application.

Location: ___________________________ Date: ___________________________
Location: ___________________________ Date: ___________________________
Location: ___________________________ Date: ___________________________
Location: ___________________________ Date: ___________________________
Location: ___________________________ Date: ___________________________
Location: ___________________________ Date: ___________________________

**Extended Fee for Major productions:**
$250.00 for a maximum of two (2) days
Additional upfront fee of $150.00 for each subsequent day of production listed on the application.

**Extended Fee for Minor productions:**
$100.00 for a maximum of two (2) days
Additional upfront fee of $25.00 for each subsequent day of production listed on the application.

**Acknowledgement:** I have read the requirements for extended production permits and agree to abide by the City’s Administrative Regulation 00-51.
Failure to do so will delay the film & print permitting process, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

Signature: ___________________________ Date: ___________________________

Please e-mail the permit application and the required information to cpd@northmiamifl.gov
For productions with more than twelve (12) crew members and budget of more than $30,000, fees for use of City facilities such as City parks, community centers and other public locations may be waived.

For productions with a budget of over $100,000, administrative fees for hiring off-duty Police officers may be waived.

To apply for production incentives, please fill out the following information:

Total Production Budget: $__________________  Total Number of Crew Members:__________________

To be awarded production incentives, please submit the following as proof of expenditures:

☐ Production report indicating production activity
☐ Detailed line-item budget for production with supporting documentation justifying expenses
☐ List of crew members including full name, phone number, and email address
☐ Expenses must be made before filming begins and/or must be related to production on Film Permit application

Incentives for post-production work may be available on a case by case basis. Please contact the CPD Office at (305) 893-6511 ext. 19012 or by email at cpd@northmiamifl.gov to learn more.

The City reserves the right to request additional documentation related to the production budget or contact members of the film crew at its discretion.

Acknowledgement: I have read the requirements and guidelines for production incentives and agree to abide by the City’s Administrative Regulation 00-51. I acknowledge that all records, documentation, and expenditures are accurate, and that all expenses and budgets are related to this specific film permit production. I understand that falsifying documentation or expenditures may result in a violation subjecting the offender to fines stated in the administrative regulations and/or criminal and civil penalties under State of Florida law.

_____________________________  ___________________
Signature                        Date
I, ________________________________ , have applied for a Film & Print Permit to the City of North Miami’s Community Planning & Development Department, to permit the production of ________________________________

We, the undersigned property owners, have read (or have had read to us) the information applicable to this request for a Film & Print permit from Administrative Regulation 00-51 as applied to the City of North Miami and fully understand that by subscribing my name to this consent form, I am waiving any objection to the proposed production as outlined above and as shown in the documents accompanying this application. I further certify that I have subscribed my name freely and without any duress or apparent misrepresentation on the part of the applicant to this form and to the plans accompanying this application.

<table>
<thead>
<tr>
<th>Property Owner (Please Print)</th>
<th>Address</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please include an aerial view of the production location and the locations of where the signatures were collected *
CITY OF NORTH MIAMI PARKS & RECREATION DEPARTMENT
FILMING/INDEMNIFICATION AGREEMENT

Date(s) of reservation: ________________________________

FEES & CHARGES

EVENT USE:

☐ Media Shoot (crew of 12 or less): $85/hour (2 hour block minimum) = ________________
☐ Media Shoot (crew 13 or more): $160/hour (2 hour block minimum) = ________________
☐ Special event: $2,000 / 8 hour block ($200/additional hour) = ________________

From __________ am/pm - To __________ am/pm = __________ hrs.

SECURITY DEPOSIT: $500 PER EVENT = ________________
CLEANING DEPOSIT: $500 PER EVENT = ________________

*TAdditional fee may be charged for excessive debris and litter.

TOTAL FEES $ __________________

NAME/PERSO PRESERVING THE FIELD:
Street Address: ________________________________ City: ________________ Zip: ________________
Home Telephone: ________________________________ Work Telephone: ________________________________

PERSON IN CHARGE AT RENTAL:
Home Telephone: ________________________________ Work Telephone: ________________________________
Purpose of Rental (practice, tournament, fund raising event, etc.): ________________________________
Number of teams using the facility: ________________________________ Will a registration fee be charged? ________________
How much? ________________ Per team. Will food or beverages be sold? ________________

AGREEMENT
THE UNDERSIGNED DOES HEREBY AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF NORTH MIAMI FOR ANY DAMAGES INCURRED BY THE CITY OF NORTH MIAMI RESULTING DIRECTLY OR INDIRECTLY FROM USE BY THE UNDERSIGNED OF THE FACILITY.

THIS INDEMNIFICATION SHALL INCLUDE NOT ONLY PHYSICAL DAMAGE TO PROPERTY OF THE CITY (INCLUDING CLEANING THE FACILITY), BUT ALSO ANY CLAIMS BY THIRD PERSONS FOR INJURIES OR PROPERTY DAMAGE RESULTING FROM SUCH USE DUE TO NEGLIGENCE OR INTENTIONAL ACTS OF THE UNDERSIGNED, ITS AGENTS, EMPLOYEES, WORKERS, HEIRS, INVITEES, ADMINISTRATORS OR ASSIGNS.

WHEN RESERVING FACILITIES FOR FILING, Proof of liability insurance must be provided. Police and/or Security will need to be arranged by the renter with the police department 30 days prior. If a reservation is cancelled, a full refund less $20.00 administrative fee will be made if written notice is received at least 30 days prior to the date of the reservation. If a reservation is cancelled with written notice within 30 days of the rental, a $200 fee will be assessed. If a reservation is cancelled with written notice one week prior to the rental date, a $500 fee will be assessed.

SIGNATURE: ________________________________

IN WITNESS WHEREOF, THE UNDERSIGNED HAS SET HIS HAND AND SEAL ON THIS ____________ DAY OF ________________, 20___.

WITNESSES SIGNATURE:
1. ________________________________ 2. ________________________________

* PLEASE SUBMIT TO THE PARKS & RECREATION DEPARTMENT*

*PLEASE SUBMIT TO THE PARKS & RECREATION DEPARTMENT*
<table>
<thead>
<tr>
<th>Department</th>
<th>Approved</th>
<th>Approved with Conditions</th>
<th>Denied</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management Representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department Representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoning Representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks &amp; Recreation (If applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>