

Film Production Special Event Permit

Special Event Permits for Film, Television and Movies

Sandy Springs is a production-friendly city. The City welcomes and encourages film, television and movie productions within the city limits, and classifies them as Special Events. As such, production companies must complete the relevant sections of the Film Production Special Event Permit application. The guidelines described below should be followed by any individual or company interested in film, television, or movie production on public or private property in the City of Sandy Springs. Approved applications are provided a Film Production Special Event Permit.

1. Request permission to use property for film production or photography at least five (5) days in advance of the production. The minimum processing time for a Film Production Special Event Permit request is two (2) days; however, processing time may take longer depending on the type and intensity of the Film Production.
2. Contact affected business and property owners, and obtain their permission to use the surrounding property. Written notification must be provided to surrounding property owners, and written approval from property owners must be obtained and provided with the Film Production Special Event Permit application when private property is being used. Additionally, the Event Sponsor is required to obtain at least 85% of signatures from surrounding properties within the two (2) block radius (north, south, east and west) of the production site.
3. If permission is granted by the City, a written Film Production Special Event Permit will be issued, which will include the time, date and location of filming and acceptable activities within the scope of the Film Permit. The Film Production Special Event Permit will need to be on location for the duration of the Special Event.
4. The City of Sandy Springs logo may not be included in the Film Production without written permission from the City of Sandy Springs.
5. **If streets are to be blocked or traffic disrupted in any manner, off-duty Sandy Springs police officers must be scheduled at a minimum of four (4) hours per day.** Requests for off-duty Sandy Springs police officers can be arranged by contacting the Sandy Springs Police Department at (770) 551-6900.
6. Written notification to property owners affected by any blocked public roadway must be provided at least forty-eight (48) hours prior to the production.
7. Upon receipt of the Film Production Special Event Permit, the production company must provide a certificate of insurance naming the City of Sandy Springs 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 Sandy Springs as an additional insured.**
8. Upon completion of Film Production, all materials and debris shall be entirely removed and the rights-of-way left in a condition satisfactory to the Director of Public Works.

9. Emergency vehicle access shall be maintained at all times. **EMS personnel are required on-site for productions with stunts being performed.** Contact Sandy Springs Fire Rescue for assistance with identifying EMS personnel at 770-730-5600.
10. **Sandy Springs Fire Marshal, Police Department and Code Enforcement officers shall have full access to any film production to ensure safety for crew members, the public, and surrounding properties.**
11. If food will be prepared on-site for the Film Production, the Fulton County Department of Environmental Health must be contacted for approval. This approval may take up to three (3) weeks in addition to the City's review/processing time. Catered and/or pre-packaged food is not subject to this provision.
12. A pyrotechnics/special effects permits application shall be submitted to the Fire Marshal's Office for approval if pyrotechnics are being used.
13. No film permit may be granted for a period of greater than ten (10) consecutive calendar days.
14. For any property or address only one film permit shall be granted per quarter, and the beginning date of one permit shall be no sooner than sixty (60) days after the end date of the previous permit. For purposes of this section, quarters are January – March, April – June, July – September, and October – December.

Submitting Your Permit Application

To complete your application process, send all of the above required information to specialevents@sandyspringsga.gov. This includes your event description, newspaper ad, road closure description, and road closure map, and a list of business and/or residents notified. Once ALL these steps are completed and your event is approved, we will list the information on the Community Calendar of the City of Sandy Springs' website to further notify the public.