



Office of Motion Picture and Television Development
200 I Street, SE
Washington DC 20003
Phone: 202-727-6608 Fax: 202-727-3246

District of Columbia Film Permit Application

* Denotes all Required Fields

Application Date:*

Production Contact:*

Tel:*

Type of Projects*

Email*

Title of Project (if Commercial, Name of Product):*

Name of Production Company*

Address*

Producer *:

Location Manager*:

Tel *:

Tel*:

Email*

Production Dates*: From To

Description/Logline of Project*

Brief Description of Scene(s)*

Will Firearms, Special Effects, and/or Animals Be Used?* Yes No

If Yes, Please Describe*

Additional information

General List of
Production Equipment*

Number of Vehicles*

Number of Parking Spaces* (22 feet per space)

Location Expenditure Report

Please complete the Location Expenditure Report in its entirety. The information gathered in this report is used to help the Office of Motion Picture and Television Development measure the economic impact of production activity in the District.

Production Budget*

Section A – Local Hotel Information

Hotel Name*

Address*

Number of Rooms*

Total Room Expenses*

Number of Nights*

Other Hotel Expenses*

Average Rate Per Night*

Total Hotel Expenses

Section B1 – Local Cast and Crew (MD, VA, DC, and all other Residents)

Number of Local Cast Members*

Cast Wages Paid*

Number of Local Extras*

Extras Wages Paid*

Number of Local Crew Members:*

Crew Wages Paid*

Total Wages & Per Diem Paid

Section B2 – Out of State Cast and Crew (include MD, VA, and all others)

Total Number of Cast (Out of State)*

Total Number of Crew (Out of State)*

Section B3 – Total Cast and Crew

Total Number of Crew/Cast (Out of State and Local)*

Section C – DC Government Services

If any of the following services are needed, please describe in the 'Additional Information' box on page 1

Police Assistance?	Yes	No	Fire Hydrant?	Yes	No
Fire/EMS Assistance?	Yes	No	Towing Assistance?	Yes	No

Section D – Miscellaneous Expenses

Rentals

Equipment/Gear Rentals(Vendor)*

Equipment/Gear Rentals:*

Production Office Rental(Location)*

Production Office Rental:*

Stage Rentals(Location)*

Stage Rentals:*

Vehicle Rentals(Vendor)*

Vehicle Rentals:*

Misc. Rentals (vendor)*

Misc. Rentals:*

Total Rentals

Purchases

Catering/Food (Vendor)*

Catering/Food Purchases:*

Equipment Expendables (Vendor)*

Expendables Purchases:*

Set Construction (Vendor)*

Set Construction Purchases:*

Misc. Purchases (Vendor)*

Misc. Purchases:*

Total Purchases

Services

Casting (Agency)*

Casting Agency Fees:*

Location (Contracted)*

Location Fees:*

Total GYfj JWg

Grand Total All Expenses:

Film Permit Application Instructions

All production companies filming in the District are required to complete an Application Form and Location Expenditure Report. The information obtained from these forms is used solely to facilitate the production process and/or used by this Office and the City to determine the economic impact of film and television production in the District.

1. Your request should be submitted directly to the Office of Motion Picture and Television Development:
 - A. Four (4) business days prior to the first day of work when requesting parking or
 - B. Two (2) business days prior to the first day of work when requesting filming only.
2. An Application received by the Office of Motion Picture & Television Development after 1200 hrs will be considered to have been received and will be processed the morning of the next business day.
3. The Permit Application must be thoroughly completed and all required fields must be filled in. If a required field does not apply to your project, indicate this by entering N/A (not applicable) in the appropriate space. Please print or type legibly. Failure to provide all of the required information will result in your REQUEST not being processed. If you do not receive a confirmation within 24 hours of the time your request was submitted, please call 202-727-6608 to verify that your application was received.

Permit

The permit we issue to your production provides access to public locations and location parking for essential production vehicles within DC public space. When your project is shooting an exterior location and requires traffic control, re-routing, or a scene with weapons or uniformed police, you must have the Special Operations Division of the Metropolitan Police Department on location.

1. When filming at city facilities, i.e., City Hall, Municipal Buildings, Parks, Harbor Areas, etc. you must include prep and strike dates as well as times in the summary of scenes field provided for that location. Failure to provide this information will necessitate your request being returned for correction.

2. When requesting the use of weapons, gunfire or special effects, thoroughly describe the scene, specific location(s), and duration in the summary of scenes field provided for that location in addition to completing the specific weapon/gunfire/special effects field. Failure to provide this information may delay the process.

Film Permit Fees

Payment for all applicable fees must be received prior to issuing a film permit. Once your application has been processed and approved, you will receive an invoice and payment instructions. The following fee schedule is effective March 1, 2010

Fee	First day	Each additional day	Per Project Cap
Application Processing Fee	\$30	-	\$30
Film Permit (less than 10 cast and crew)	\$150	\$50	\$500
Film Permit (10 – 39 cast and crew)	\$300	\$100	\$1, 500
Film Permit (40 – 69 cast and crew)	\$450	\$150	\$3, 000
Film Permit (more than 70 cast and crew)	\$600	\$200	no cap
Still Photography	\$150	-	\$150
Student Film Permit	\$No Fee	-	-

This fee is for the film permit only and does not include any other permits that may be required by other District agencies.

Insurance Requirements

All Productions regardless of size (except Student Projects) are required to submit an original, signed Certificate of Insurance in an amount of \$1,000,000 minimum per instance of claim for general liability, listing the "Government of the District of Columbia" as additional insured before a permit can be issued.

Student Projects must provide an original signed letter from their Instructor, Department Head or Dean of College on school letterhead stating the student's name(s), title of the project, purpose of the project and/or any other details germane to the project. In the case of Student Projects this official school letter will be accepted in lieu of the Certificate of Insurance.

Email the completed form to film@dc.gov