Office of Cable Television, Film, Music and Entertainment

1899 Ninth Street, NE | Washington DC 20018

Film Permit Application

submit via email: film@dc.gov or fax: 202-727-3246

***= Required Fields**

Application Date:*

Production Contact:*

Tel*:

Type of Projects* Select One

Email*

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

Name of Production Company*

Address*

Producer *:

Tel *:

Email*

Location Manager*:

Tel*:

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*

Will Amplified Sound Be Used? Amplified sound does not include wired or wireless mics, or other standard film sound equipment. It does include any kind of amplified speaker systems. If so, please explain in Additional Information box below.

Yes No

Additional Information

General List of Production Equipment*

# of Vehicles* X 22 feet per parking space = total feet of parking space requested: 0

*If you have long trucks, count them as 2 or 3 vehicles (depending on their length.)

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*

Number of Nights*

Average Rate Per Night*

Total Room Expenses* $ 0.00

Other Hotel Expenses*

Total Hotel Expenses $ 0.00

Section B1 – DC Resident Cast and Crew

Number of DC Resident Cast Members*

Number of DC Resident Extras*

Number of DC Resident Crew Members:*

DC Resident Cast Wages (total)

DC Resident Extra Wages (total)

DC Resident Crew Wages (total)

Total Wages and/or Per Diem Paid to DC Residents $ 0.00

Section B2 – Cast & Crew Who Are NOT DC Residents

Total Number of Non-DC Resident Cast

Total Number of Non-DC Resident Crew

Section B3 – Grant Total Cast and Crew

Grand Total Number of Crew/Cast* 0

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

	ENTER VENDOR NAMES		ENTER NUMBERS ONLY (NO COMMAS, PERIODS, OR DOLLAR SIGNS
Equipment/Gear Rental		Equipment/Gear Rental $	
Production Office Rental		Production Office Rental $	
Stage Rental		Stage Rental $	
Vehicle Rental		Vehicle Rental $	
Misc. Rentals		Misc. Rentals $	

Total Rentals: $ 0.00

(DO NOT TYPE IN THIS BOX; IT WILL AUTOCALCULATE

Purchases

	ENTER VENDOR NAMES		ENTER NUMBERS ONLY (NO COMMAS, PERIODS, OR DOLLAR SIGNS
Catering/Food		Catering/Food Purchases $	
Expendibles		Expendables Purchases $	
Set Construction		Set Construction Purchases $	
Misc. Purchases		Misc. Purchases $	

Total Purchases $ 0.00

(DO NOT TYPE IN THIS BOX; IT WILL AUTOCALCULATE

Services

	ENTER VENDOR NAMES		ENTER NUMBERS ONLY (NO COMMAS, PERIODS, OR DOLLAR SIGNS)
Casting Agency		Casting Agency Fees (totals)	$ 0.00
Location		Location Fees (total)	

Total Services $ 0.00

(DO NOT TYPE IN THIS BOX; IT WILL AUTOCALCULATE

Grand Total All Expenses: $ 0.00

(DO NOT TYPE IN THIS BOX; IT WILL AUTOCALCULATE

List Each Location Street, Side of Street, and Cross Streets	Date		Time		Describe activity and indicate if filming, parking, or both
	Start	End	Start	End	
Example: East Side of 3rd Street, NW between Pennsylvania Ave and Constitution Ave	3/1/2010	3/1/2010	9:00AM	4:00PM	☐ Filming ☐ Parking ☐ Both
					☐ Filming ☐ Parking ☐ Both If Both, Explain
					☐ Filming ☐ Parking ☐ Both If Both, Explain
					☐ Filming ☐ Parking ☐ Both If Both, Explain
					☐ Filming ☐ Parking ☐ Both If Both, Explain
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					☐ Filming ☐ Parking ☐ Both If Both, Explain
					☐ Filming ☐ Parking ☐ Both If Both, Explain

Additional information including parking meter numbers, rush hour restrictions, location of bus zones, loading zones, crosswalks, fire hydrants, etc. may be required based on type of request. Also indicate request for street or sidewalk closure or intermittent traffic control. Permit application will not be processed if information is missing or incomplete. Go to Page One If additional Space is necessary.

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Film Permit Application Instructions
All production companies filming in the District are required to complete this Application Form in its entirety. The information obtained from these forms is used solely to facilitate the production process and/or used by OCTFME and the District of Columbia to determine the aggregate economic impact of film and television production in the District.

1. Your request should be submitted directly to the Office of Cable Televison, Film, Music and Entertainment:
   A. Five (5) business days prior to the first day of work when requesting parking or
   B. Three (3) business days prior to the first day of work when requesting filming only.
2. An Application received by the Office of Cable Television, Film, Music and Entertainment before 9:00 am will be considered received for a full business day. Anytime after 9:00 a.m. is not a full 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) or "0" in the appropriate space. Please print or type legibly. Failure to provide all of the required information may result in your request not being processed. If you do not receive a confirmation within one (1) business day of the time your request was submitted, please call 202-727-6608 or email film@dc.gov 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 additional 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.
Please review your permit request thoroughly, as all permit transactions are final.

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 or fax to (202) 727-3246.