



STUDENT FILM/PHOTO/VIDEO PERMITTING REQUIREMENTS

Film Permits are generally required throughout Miami-Dade County and each of its municipalities for commercial film, video or still photo shoots that are conducted on public property; that is, on roads and streets, sidewalks, or in parks, beaches or public buildings. Student film projects also need a film permit in order to film in Miami-Dade County as well as many municipalities. We need to know what jurisdiction you are film/video/photographing in. Students should adhere to the following guidelines when filming/photography/video in the County:

1. Following permit restrictions is imperative to accomplishing your film project goals. Enforcement officers (police, park managers, etc.) will shut down your production if all rules/restrictions of your permit are not followed and any infractions will be reported back to your educational institution.
2. Remember you are representing the University/School you attend at all times. As such, you should be polite, respectful and obey the rules and restrictions as posted on your film permit.
3. Remember you are a guest on the streets of Miami-Dade County. Act respectful with everyone you meet. This is important for your present and future projects.
4. Never block a street, sidewalk or pedestrian traffic. Public access is key in all public spaces in Miami-Dade County.
5. Always ask permission of stores, restaurants and other business places if you plan to shoot in front of their establishment or utilize their business in your project. If filming in a residential neighborhood, all houses that will be impacted by your production should be given notifications. Your notification should include the day and time of your shoot, location(s), a description of the film activity taking place in their neighborhood and a contact phone number to call in case there are issues with your shoot.
(See CODE OF CONDUCT BELOW)

6. Always wear your Student ID Card to show that you are working through a qualified educational institution, and always have a hard copy printout of your permit with you at all times.
7. Respect all security and police. If asked to leave an area by Security or Police, do so without discussion or protest. Public safety is the top priority and any objection to that will be negatively reflective on you, your crew and your school.
8. Please follow all school procedures for any injuries of cast and crew during the shooting of your student project.
9. Always know that safety is most important.

STUDENT PERMITS THROUGH WWW.FILMIAMI.ORG

FilMiami.org offers one stop on-line permitting for Miami-Dade County and the City of Miami Beach facilities and properties, as well as for most other local municipalities. To apply for a film permit, please visit www.filMiami.org and fill out the online application form.

Miami-Dade County:

All Miami-Dade County film permits cost \$100.00 per each 28 production days. **However, the \$100 fee can be waived if the student has their teacher/professor email a letter verifying the student and project to our office.** PLEASE DON'T ATTEMPT TO PAY THE FEE IF YOU ARE ABLE TO HAVE IT WAIVED BY A LETTER FROM YOUR PROFESSOR! Make sure your professor includes the following wording to all letters for student projects: **This student project is intended only for Educational purposes and/or Film Festivals. This film is not intended as a For-Profit venture.**

Please email the letter to: DBelz@filmiami.org and LISENBY@filmiami.org. You may add as many locations onto your permit within the 28 day permit validity period for the same project.

We do require a minimum of 24 hour notice for permit approvals. **Exceptions:** Port of Miami, Miami International Airport, Miami-Dade Transit – permits need sometimes up to 14 days notice and are subject to approval. The municipalities we permit for can take two days to seven days, we also need specific information on locations, dates and times, budget information and any other special arrangements.

SCHOOL INSURANCE:

Shooting in Unincorporated Miami-Dade County, on sidewalks or streets, or parking vehicles in swale areas, then those areas need to be permitted. A certificate of insurance, additionally insuring Miami-Dade County (including

address), or the appropriate municipality, for \$1 million of general liability is required. Please note that in addition to the certificate of insurance required by Miami-Dade County, if you shoot in a municipality (city) in Miami-Dade County, there is an additional insurance certificate that is required to be issued by your school for that municipality.

Miami-Dade County does not require a film permit for shoots on private property (residential or otherwise) as long as production is completely self-contained and now using weapons, explosions or fight scenes. Noise ordinances apply to all film permitting. A permit can not be issued in residential and certain other areas prior to 7:00am or after 11:00pm. Below is the language and address for the insurance certificate for Miami-Dade County:

We need an insurance certificate naming Miami-Dade County as additionally insured as certificate holder for \$1 Million dollars. See Below for certificate holder:

Miami-Dade County
111 NW 1 St
Miami, FL 33128

We can accept the following wording:

Certificate holder is named as an Additional insured as their interests may appear, but only as to respects claims arising out of the operations of the Named Insured.

Please EMAIL the insurance cert to:

Lisenby@miamidade.gov

DBelz@miamidade.gov

When applying for the film permit, please make sure the name of your school and address are listed as the production company. Your schools is who provides the insurance to cover your shoot. The insurance certificate indicates to us who is providing the insurance, the “production company” in the case of your school must match the name on the certificate of insurance.

OTHER JURISDICTIONS:

City of Miami:

The City of Miami now has their own website and issues permits exclusively through their office. Please go to www.miamifilmoffice.com or contact [Jennifer Bazail](#) at 305-416-1337 for more details.

IF YOU ARE UNSURE ABOUT IF YOUR LOCATION IS CITY OF MIAMI OR MIAMI-DADE COUNTY, PLEASE CALL THE MIAMI-DADE FILM OFFICE AT

305-375-3288 TO VERIFY THE ADDRESS TO DETERMINE PERMITTING JURISDICTION.

Miami-Beach:

You can permit for the Miami Beach through the FilMiami permitting system at www.FilMiami.org website. However, Miami Beach has their own Film Office and the permits that are submitted through FilMiami.org system for those municipalities, are NOT issued through the Miami-Dade County Office of Film and Entertainment but are issued by the Miami Beach Office of Film and Event Production Management. *Miami Beach Office of Film and Event Production Management – 305-673-7070*

COMMON MIAMI-DADE COUNTY PERMITTING LOCATIONS

The following are some popular County locations and their guidelines. All locations must be permitted at www.FilMiami.org.

Parks

Arrangements and approval must be made in advance with the appropriate park manager. County Parks usually charge a film/photo shoot fee per day of \$321.00 and up. (Exception: Crandon Park Beach. Go to: www.filmiami.org – Film permit Info center for details – fees are higher at Crandon Park), as well as, for vehicle parking. Some Parks limit the number of film crews that can shoot on a particular day. VERIFIED STUDENT PROJECTS, DEPENDING ON THE SIZE AND SCOPE OF THE PROJECT, MAY RECEIVE GRATIS OR REDUCED FILM/PHOTO FEES AT PARK MANAGERS DISCRETION. HOWEVER, PARKING FEES CANNOT BE WAIVED.

Miami-Dade County Transit System

Approval and an Access letter must be obtained from the Transit Special Events coordinator. Special conditions apply to each individual request. Please see our website, www.FilMiami.org, for the filming regulations of the Transit system. All requests for film/photo requests require the hiring of a County designated security guard to accompany film shoots on the Transit system. **There is a fee for the security guard that cannot be waived for students. Other charges may apply based on personnel required and transit facilities used.**

Miami International Airport

Approval must be obtained and coordinated by MIA's Special Event Manager. Can take up to 14 days for approval. Filming is subject to availability. Special clearances must be obtained for filming in certain areas. ***Under no circumstances are weapons (faux or real) allowed by cast and crew on MIA property.*** Production will be required to hire Miami-Dade County Off-Duty police and a K-9 sweep, both are at production's expense and cannot be waived for

students. An electrical tie-in requires the hiring of the house electrician, also at production's expense. **These costs cannot be waived for students and must be paid in advance.**

Port of Miami, New and Old Port Bridges

Approval must be obtained from Seaport Security and Seaport Police. Once you apply for a film permit at www.FilMiami.org for any locations at the Port of Miami our office will send you the Port forms and insurance requirements.

There are two forms which must be completed for filming at the Port of Miami. The first form that needs to be filled out is the PortMiami Request to Film form. This form needs to be filled out and emailed to dbelz@miamidade.gov and LISENBY@miamidade.gov to start the approval process.

The second form is the cast and crew list which must include the full names, date of birth and either a valid driver's license number or passport information for each person in that is going to be on Port property including cast, crew and if applicable clients. This form must be completed and emailed to dbelz@miamidade.gov and LISENBY@miamidade.gov.

At least one Off-duty Police Officer and one Port Security officer must accompany production. **These costs cannot be waived for students and must be paid in advance.** A 14 days advance notice may be required. Certain other fees might apply. NO WEAPONS OF ANY KIND, FAUX OR OTHERWISE ARE ALLOWED AT THE PORT. THE PORT WILL TRY TO ACCOMMODATE VERIFIED STUDENT PROJECTS ON A PROJECT-BY-PROJECT BASIS.

Roads & Bridges

Ability to shoot on roads or bridges is on a case-by-case basis. In addition to a County film permit, some roads and bridges might require a permit from the Florida Department of Transportation. Please contact the Miami-Dade Office of Film and Entertainment for more information, 305-375-3288. Filming on most roads and bridges in Miami-Dade County require the hiring of Off-Duty police. **These costs cannot be waived for students and must be paid in advance.**

In addition, filming on bridges may require the hiring of a bridge supervisor at productions expense. No permission will be given to film on roads and/or bridges during rush hour traffic. All road and bridge permissions are coordinated through our office. Some roads and bridges need to be approved by their respective jurisdictional film offices (Miami Beach and City of Miami). Please contact our office to determine jurisdiction.

Road Closures

Submission of Road Closure paperwork (available at www.filmiami.org) is required at least 10 working days in advance of the street closing. The road closure permit is only valid with police and fire department signatures of

approval. Road closing does not extend beyond 11 p.m. Proper barricades with reflectorized orange and white stripes, and flashers mounted on top of the barricade are required. All road closures are coordinated through our office. MOT (Maintenance of Traffic Plan) by a certified company might be required. In addition to a County film permit, some roads and bridges might require a permit from the Florida Department of Transportation.

Off-Duty Police

The Miami-Dade Office of Film and Entertainment coordinates of the hiring of Miami-Dade Off-Duty police officers for the purpose of a film shoot. **These costs cannot be waived for students and must be paid in advance.** At least 48 hours prior to the shoot date start time is required for our office to coordinate the officers with our police department. Police coordinators office is closed by 3pm. Any after-hours changes can be an additional \$650. Some municipalities have their own police. Please check with our office for information 305-375-3288.

Judicial System (courts)

Any County Judicial facility requires additional an additional signed Hold Harmless. Permission for filming must be obtained both from the facilities supervisor as well as the 11th Judicial Circuit of Florida Director's Office of Government Liaison and Public Relations, All Interior and Courtroom requests require approval from Administrative Judge. Any electrical tie-in requires the hiring of the house electrician at production's expense. Filming is allowed after 5pm on weekdays and all day on weekends However, not all areas of the Courthouses are available for film/photo shoots. Additional fees for personnel might apply. **These costs cannot be waived for students and must be paid in advance.**

Residential & Businesses

The County does not require film permits for film/photo shoots on private property unless production is using faux weapons, special effects, pyrotechnics or faux police. However, if a production is utilizing swale areas or congesting a residential neighborhood or businesses then both a film permit and notification of residents/businesses must be made to those affected.

Special Effects & Pyrotechnics

For film/photo shoot activities in the jurisdiction of the County, the Miami-Dade Fire Rescue (MDFR) does require that the permit holder obtain required approval, fire standby & fire permit, as may be required, from MDFR Special Events Bureau prior to the activity. Pyrotechnics will require approval, inspection & permit & may be coordinated via the MDFR Special Events Bureau. Additional fees for fire permits and personnel apply. **These costs cannot be waived for students and must be paid in advance.**

CODE OF CONDUCT

To the Production Companies:

You are guests and should treat each location, as well as the public, with courtesy. Please adhere to the following guidelines:

To the Public:

If you find that the production company filming in your area is not adhering to this Code of Conduct, please call Miami-Dade County Office of Film & Entertainment at 305-375-3288. They will be more than willing to help resolve whatever difficulties might arise.

PRODUCTION RULES TO LIVE BY:

- When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:
 - Name of company
 - Name of the production
 - Kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
 - Type of activity and duration (i.e., times, dates, and number of days – including prep and strike)
 - Company contact (first assistant director, unit production manager, location manager, etc.)
 - The Code of Conduct should be attached to the filming notification which should be distributed to the neighborhood.
- Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated on the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
- When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
- The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
- Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.
- Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area

during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.

- Remember to use the proper receptacles for disposal of all trash used during the course the day.
- Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
- All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
- Every member of the cast and crew shall keep noise levels as low as possible.
- Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.
- Do not trespass onto other neighbor's or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
- Make sure all catering, crafts service, construction, strike and personal trash are removed from the location.
- Observe designated smoking areas and ALWAYS extinguish cigarettes in butt cans.
- Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
- The company will comply at all times with the provisions of the filming permit.
- Please keep all noise levels as low as possible.
- All sets and props should be removed upon completion of their use.

I have read the above student film guidelines and promise to abide by these rules in good faith as part of my student film project.

Student's Name (print)

Date

Student's Signature

Name of University or School

Student's ID#