Student Film Permit 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 to film in Miami-Dade County as well as individual municipalities. We need to know what jurisdiction (city) you are film/video/photographing in. Students should adhere to the following guidelines when filming/photography/video in the County:

- 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 now followed and any infractions will be reported back to your educational institution.
- Remember you represent the University/School you attend. As such, you should be polite, respectful and obey the rules and restrictions as posted on your film permit.
- Remember you are a guest on the streets of Miami-Dade County. Act respectful to everyone you meet. This is important for your present and future projects.
- Never block a street, sidewalk or pedestrian traffic. Public access is key in all public spaces in Miami-Dade County.
- Always ask permission from 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 shot. Be mindful that these is a noise ordinance throughout all of Miami-Dade County from 11:00 pm – 7:00 am that forbids any loud noises that disturbs residents.

- Apply for a film permit at https://app2.apply4.com/filmapp/usa/miami

Student Code of Conduct

- 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.
- 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 of your, your crew and your school.
- Please follow all school procedures for any injuries of cast and crew during the shooting of your student project.
- Always know that safety is most important.

Student Film Fees

- Miami-Dade County: All Miami-Dade County film permits cost $150.00 per every 28 production days. This means, that you can add locations to your existing permit so long as it is for the same project. The $150 fee can be waived if the student has their teacher/professor email a letter using his/her .edu email account verifying the student and project to our office. Make sure your professor includes the following wording to all letters for student projects: ***This student project is intended only for use for grading purposes by the educational institution that the student is enrolled in. This film is not intended as a For-Profit venture.*** This only applies to waive the $150 film permit fee. The location may be subject to additional fees that cannot be waived, and if police or fire are needed those fees cannot be waived.

- Please email the letter to: Film@miamidade.gov and you can also upload the letter as a document to your film permit. You may add multiple locations onto your permit within the 28-day permit validity period for the same project. We do require a minimum of 72 hours notice for permit approvals. Exceptions: Port of Miami, Miami International Airport – permits need sometimes up to 14 days' notice and are subject to approval. Miami-Dade Transit can take up to 30 days to obtain approval. The municipalities we permit for can take 3 days to 14 days, we also need specific information on locations, dates and times, budget information and any other special arrangements.

Student/School Insurance Requirements

- 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 in the unincorporated areas (residential or otherwise) as long as production is completely self-contained and not using weapons, explosions or fight scenes. Noise ordinances apply to all film permitting. A permit cannot be issued in residential and certain other areas prior to 7:00 am or after 11:00 pm. If you are unsure if the location is in the unincorporated area, email the address of the location to Film@miamidade.gov

- We need an insurance certificate naming Miami-Dade County as additionally insured as certificate holder for $1 Million dollars.
  We can accept only 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***.
  See Below for certificate holder:
  Miami-Dade County
  111 NW 1 St
  Miami, FL 33128

- If your shoot requires police, the police will need to be prepaid at least 5 full working days in advance of your shoot date. Police rates are $75.25 per hour per officer with a minimum of 3 hours. The police also need their own general liability insurance.
  We will need an insurance certificate naming Office of the Sheriff of Miami-Dade County as additionally insured as certificate holder for $1 Million dollars.
  We can accept only 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.
  Certificate Holder:
  Office of the Sheriff of Miami-Dade County
  9105 NW 25 Street, Suite 3049
  Doral, FL, 33172

- You may upload the insurance as part of your application process. Or you may email the insurance certificates to: Film@miamidade.gov. When applying for the film permit, please make sure the name of your school and address are listed as the production company. (do not use your own name as the production company) Your schools are 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.

Tips for Students on finding locations

- Most locations have film/photo location fees.
- Some County Parks may waive or reduce film/photo fees for a verified student project. However, this is at the discretion of the park manager. No filming on weekends or holidays allowed in parks or beaches.
- Parking fees within County Parks for any vehicles CAN’T be waived.
- The only beach location that doesn’t have film/photo fees are Hobie Beach and Rickenbacker Beach which are on the Rickenbacker Causeway. These beaches are only available Monday thru Fridays, no weekends or holidays. After hours filming requires the hiring of Miami-Dade County Off-Duty Police at productions expense. Police must be prepaid 5 full workdays before the film date. A separate COI for the Miami-Dade Sheriff's Office is required as well as the schools W-9. Any talent in the water requires a Miami-Dade Lifeguard which must be prepaid.
- Included but are not limited to: Police, Fire, Parks personnel, Port security, Transit Security, Facility usage, and other required County personnel, etc., fees can’t be waived.
- The best locations for students to utilize are those owned by friends and relatives.
- Attempting to locate private properties otherwise can be expensive, especially for large and luxurious homes, as well as businesses.

Resources and Contacts

- For more detailed information about film permitting, go to our Film Permitting Information Center
- To learn more about municipalities we permit for and other municipalities go to https://mdc.maps.arcgis.com/apps/MapSeries/index.html?appid=b5de996e5de9460eacfa570f82963c01
- To apply for a film permit with Film Miami go to https://app2.apply4.com/filmapp/usa/miami
- For film permitting tutorials, go to https://filmiami.org/permit_guide2020.asp https://www.youtube.com/playlist?list=PLMko2PPETj4OOfmBC1OzXdCkOKBBrhN4b
- To search locations, go to http://miami.reel-scout.com/loc_results.aspx
- To contact the Miami-Dade Film Office email film@miamidade.gov or call 305-375-3288 or visit our website at https://www.filmiami.org/