



Chris Pumphrey, Executive Director
Breezy Straton, Project Manager

Filming in Douglas County, Georgia – Non-Douglas County Owned Property

Thank you for your interest in filming in Douglas County, Georgia. We are excited you have chosen our wonderful community. Douglas County nor the City of Douglasville requires film permits; however, we do request that you complete the “Intent to Film” application found on pages 2-4 of this document. The purpose of the Intent to Film Application is to keep record of what is filmed in our community and to make sure that we are aware of filming if we are contacted. Please understand that no confidential or sensitive information about the project will be released to anyone without written approval from the production company.

Filming Requirements:

- Complete “Intent to Film” Application

Guidelines and Fee Schedule

Security & Site Representative Requirement: As of March 1, 2016, Douglas County requires a site representative to be hired while on county owned property. The type of site representative is determined by property being used (see below). The fee is \$35/hour. The site representative will allow access and will be responsible for securing the facility. The production company is responsible for submitting payment directly to the site representative.

Property	Site Representative Required
Old Douglas County Jail – most production companies hire both Bob Smith and a rep from the DCSO	Bob Smith (to assist production with jail specific needs, does not provide security) or Douglas County Sheriff’s Office (only for security purposes)
Park and Recreational Facilities	Employee of Parks and Rec or Douglas County Sheriff’s Office
Libraries	Employee of Library or Douglas County Sheriff’s Office
Old Courthouse Museum	Employee of Museum or Douglas County Sheriff’s Office
Other Facilities including private residences or business (only required at the owner request).	Douglas County Sheriff’s Office or Douglasville Police Department depending on jurisdiction

Application fee: There is currently no application fee.



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Intent to Film Application – Private Property

Douglas County Economic Development Authority
Film Office
8512 Bowden Street
Douglasville, GA 30134
678.838.3665

Project Title: _____

Type of Project: Film TV Commercial Student Other _____

Type of Shots: Stationary Out Door Walking Driving Other _____

• **Must provide map of film shot locations**

Name of Company/Project Contact: _____

Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Email: _____

On-site Contact or Location Manager Name: _____

Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Email: _____

Location of Filming including address: _____

Prep, Filming, and Strike dates are required. Start and Stop times are to be coordinated with the location Site Representative. The location agreement will begin with the first day of prep and go through the last day of strike.

Dates of Prep: _____

Dates of Filming: _____

Dates of Strike: _____

If there are additional locations, complete this form, including the next page, for each location.

Private Residence

Private Business

Signage

The primary routes off Interstate 20 are Exit 37 (Fairburn Road) and Exit 34 (Hwy 5) – both of these routes are inside the City of Douglasville. ***It is recommended that you provide a map to all individuals that will need assistance locating the parking areas and film location and directional signage is not used.*** However, if you choose to use directional signage, it is imperative that you follow the Sign Ordinance exactly and if you have any questions please contact **Sgt. Wayne Kelley with the Code Enforcement Division at 770-920-3010.**

1. All signs must be at least 12 feet from any curb or edge of roadway.
2. No signs may be placed on Interstate 20 or the ramps.
3. You must have permission of the property owner before you place the sign on private property.
4. No signs may be placed on utility poles or traffic signs of any kind.
5. All banners must be attached to a structure and have a permit for that property.
6. No banners may be placed on poles.
7. No signs may be placed on any tree.
8. No signs may be placed on any City of Douglasville property including city parks.
9. All signs must be removed no later than 2 days after the end of the event.
10. If you are notified of a sign violation you must move or reposition the sign as directed.

The above violations are the most common complaints we receive. Please make everyone who is affiliated with you event aware of these guidelines to avoid any confusion.

Agreements (please check):

I confirm that I have read the content of this Intent to Film Application in its entirety and I agree to all information found within.

Applicant's Printed Name

Applicant's Signature

Date

OFFICE USE ONLY	Received By: _____	Date Received: _____
Date Approved by DADC:	Date Sent to BOC:	Date Sent to Risk Mgt.:



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The Douglas County Economic Development Authority Film Office is committed to assisting production companies locate available property and navigate the protocol for filming in Douglas County. Although the Film Office only oversees the use of facilities owned by the Douglas County Government we will assist in helping find the right person to help.

Below is a list of contacts for various aspects of Douglas County.

Film Office	Ms. Collin Cash 678-838-3665 ccash@co.douglas.ga.us
Site Representative at the Old Jail	Bob Smith bob@douglascountyfilm.com
City of Douglasville – Filming in the Historic Downtown, Road Closures in downtown, etc.	Chelsea Jackson jacksonch@douglasvillega.gov
Douglas County Sheriff – Security for county owned property and road closures in unincorporated Douglas County	Lieutenant Rodney Houston. Cell# 678-350-1848 Desk# 678-486-1310 rhouston@sheriff.douglas.ga.us