



**Chris Pumphrey, Executive Director**  
**Breezy Straton, Project Manager**

### Filming in Douglas County, Georgia – Privately 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





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**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

|                        |                    |                         |
|------------------------|--------------------|-------------------------|
| <b>OFFICE USE ONLY</b> | 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  | Breezy Straton<br>678-838-3665<br><a href="mailto:film@developdouglas.com">film@developdouglas.com</a>   |
| Site Representative at the Old Jail  | Bob Smith<br><a href="mailto:bob@douglascountyfilm.com">bob@douglascountyfilm.com</a>  |
| Douglas County Government<br>Risk and Safety Management  | Matt Laverne<br>770-920-7294<br><a href="mailto:mlaverne@co.douglas.ga.us">mlaverne@co.douglas.ga.us</a>   |
| City of Douglasville – Filming in the Historic<br>Downtown, Road Closures in downtown, etc.                          | Chelsea Jackson<br><a href="mailto:jacksonch@douglasvillega.gov">jacksonch@douglasvillega.gov</a>  |
| Douglas County Sheriff – Security for county owned<br>property and road closures in unincorporated<br>Douglas County | Lieutenant Rodney Houston.<br>Cell# 678-350-1848<br>Desk# 678-486-1310<br><a href="mailto:rhouston@sheriff.douglas.ga.us">rhouston@sheriff.douglas.ga.us</a> |