



Forsyth County Film and Video Production Resource Guide

Note: The contact information provided below is accurate to best of our knowledge.

Activity or Use of	Regulation/Requirement*	Contact
Actors: Minors under the age of 16	<p>Both state and federal regulations apply when hiring minors for entertainment purposes. For more information, please contact the following agencies in Atlanta:</p> <ol style="list-style-type: none"> 1. Georgia Department of Labor - Child Labor Section 2. U.S. Department of Labor - Wage & Hour Division 	<p>State: Georgia Department of Labor 877.709.8185</p> <p>Federal: US Department of Labor 866.487.2365</p>
Alcohol	<p>The serving of alcohol must comply with the Forsyth County Alcohol Ordinance No 68 and be reviewed by the Business License Department.</p>	<p>Business License Department 678.455.9888 Alcohol@forsythco.com</p>
Amplified Sound	<p>Violations and any questions related to the noise ordinance are handled through the Sheriff's Office. Municode: Sec. 34-153</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>
Animals	<p>The use of animals in any film or video production is subject the federal Animal Welfare Act (AWA). License and registration is required through the USDA's Animal and Plant Health Inspection Service (APHIS). Animal Care Licensing and Registration Assistant (usda.gov)</p>	<p>USDA-APHIS Animal Care Eastern Regional Office 919.855.7100 animalcare@usda.gov</p>
Buildings/Sets	<p>The Office of the Fire Marshal is responsible for inspecting both temporary and commercial buildings to ensure they meet fire safety standards.</p>	<p>Steve M. Baker Deputy Fire Marshal 770.205.4529 SMBaker@forsythco.com</p>
Buildings/Sets with Electrical	<p>If you are building a temporary structure that has any electrical wiring or equipment, an electrical permit is required along with an inspection by a qualified inspector. Fee schedule and permit information found here: More Info</p>	<p>Building & Economic Development 770-781-2114</p>
Business License	<p>A valid business license is required for all individuals or businesses conducting business within the county. For non-local businesses, proof of a business license is required.</p>	<p>Business License Department 678.455.9888 businesslicense@forsythco.com</p>



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County Logo	Requests related to the use of the county logo or other images related to Forsyth County government must be made to the communications coordinator.	Russell J. Brown 678.455.8526 RJBrown@forsythco.com
Filming on State Routes	Permission from GDOT required for filming on state routes from vehicles or along roadway/public sidewalks.	Georgia Department of Transportation District 1 770.532.5500
Food/Catering	Any on-site food preparation requires review by Forsyth County Health Department environmental health office.	Erin Stitt Erin.Stitt@dph.ga.gov Felicia Ochu Felicia.Ochu@dph.ga.gov
Government Property: Chattahoochee River	Any event occurring within the Chattahoochee River National Recreation Area is required to obtain a permit from the National Park Service . Note: This applies to any location south of Buford Dam along the Chattahoochee River within Forsyth County.	Chattahoochee River National Recreation Area Georgia 678.538.1200 Email
Government Property: Parks	Any event occurring on county-owned or county-operated park must fill out a Photography/Film Permit Application from Forsyth County Parks and Recreation. Note: This should be completed prior to a film permit application to ensure the location is available for dates and times requested.	Laura Pate LBPate@forsythco.com Lacy Richards LERichards@forsythco.com
Government Property: Courthouse	No private organization or group of private persons may use the county courthouse grounds for private purposes in holding a parade, assembly, demonstration, or any other activity on any nonholiday weekday, prior to 5:00 a.m. or after 5:00 p.m. on any Saturday or public holiday, or prior to 1:00 p.m. or after 5:00 p.m. on any Sunday. Municode: Sec. 62-36(f)	Anneli Soucek 770-205-4572 acsoucek@forsythco.com
Government Property: Lake Sidney Lanier	The use of Lake Sidney Lanier requires a U. S. Army Corps of Engineers Commercial Special Use Permit . Note: In addition, a marine event permit is also required through the Georgia Department of Natural Resources by calling 770.535-5499.)	USACE Park Ranger Ernest Noe 770.945.9531 Ernest.No@usace.army.mil



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<p>Government Property: Schools</p>	<p>The use of Forsyth County School System facilities requires a contract agreement. The appropriate school principal must be contacted for further information and a fee schedule. Note: County release and waiver form is required; also see insurance requirement information within this document.</p>	<p>List of Schools / Schools Administrators (forsyth.k12.ga.us)</p>
<p>Risk Management</p>	<p>Certificate of Insurance is to be submitted at the time the Contract is executed and must meet the requirements as stated in this document below.</p>	<p>Heather C. Hammons 678.513.5912 HCHammons@forsythco.com</p>
<p>Sanitation</p>	<p>Temporary toilets permit from Forsyth County Environmental Health is required when bathrooms are <u>not</u> located on site. Temporary toilet facilities application is available on-line.</p>	<p>Felicia Ochu Felicia.Ochu@dph.ga.gov</p>
<p>Signs or Banners</p>	<p>Anyone who wants to put up, change, or show a sign must get a sign permit first unless they are specifically exempted. Contact Development Inspections Division to determine if a sign permit is required. Municode: Secs. 66-1 – 66-30</p>	<p>Development Inspections Division Yesenia Jaurigui YSJaurigui@forsythco.com</p>
<p>Site Plan</p>	<p>A site plan is required at the time of application. Please indicate (if applicable) the following:</p> <ul style="list-style-type: none"> ○ Filming location(s) w/ addresses. ○ Vehicular access points. ○ Sign Location(s). ○ Parking. ○ Location of any temporary structures. ○ Filming area dimensions must be shown from each site’s property lines (show distance in feet). ○ Traffic control plan, if necessitated by any road closures, must be submitted separately. 	<p>Anneli Soucek 770-205-4572 acsoucek@forsythco.com</p>
<p>Special Effects: Aerial</p>	<p>Sheriff’s Office must review and approve all requests.</p> <p>Contact FAA and FSDO for the following:</p> <ul style="list-style-type: none"> ○ Aerial Stunts ○ Cranes ○ Lasers, High-intensity Lights, Fireworks. ○ Drone/Unmanned Aircraft Systems (UAS) 	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>
<p>Special Effects: Animals</p>	<p>Sheriff’s Office must review and approve all requests.</p> <p>In addition, see the section entitled ‘Use of Animals’ within this document for additional requirements.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>



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<p>Special Effects: Explosions</p>	<p>The Fire Marshal and Sheriff's Office must review all requests.</p> <p>In addition, contact the following:</p> <ul style="list-style-type: none">o Georgia Department of Natural Resources - Environmental Protection Division. Demolition info pertaining to air quality found here: Asbestos Notification Requirements.o Federal Aviation Administration (faa.gov)	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p> <p>Steve M. Baker Deputy Fire Marshal, 770.205.4529 SMBaker@forsythco.com</p>
<p>Special Effects: Explosive Gasses (Propane, etc.)</p>	<p>The Fire Marshal and Sheriff's Office must review all requests.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p> <p>Steve M. Baker Deputy Fire Marshal, 770.205.4529 SMBaker@forsythco.com</p>
<p>Special Effects: Fires (Campfires or Outdoor)</p>	<p>A countywide, state-mandated ban on outdoor burning goes into effect Sunday, May 1, and lasts through September 30. The ban prohibits all outdoor burning. Limited restrictions are allowed. For more details regarding outdoor burning regulations, click here.)</p> <p>Also, in accordance with O.C.G.A. & 12-6-90, pre-burn notice of such burning must be provided to the forest ranger of the county wherein such burning is to be made or to an employee of the forestry unit serving such county who is authorized to grant permits (call 1-800-428-7337 or go to https://gatrees.org/burn-permits-and-notifications/ for online permit).</p>	<p>Steve M. Baker Deputy Fire Marshal, 770.205.4529 SMBaker@forsythco.com</p>
<p>Special Effects: Firearms or Guns</p>	<p>Sheriff's Office must review and approve all requests.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>
<p>Special Effects: Fireworks or Pyrotechnics</p>	<p>The Fire Marshal and Sheriff's Office must review all requests. (Fire personnel must be on-site.)</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p> <p>Steve M. Baker Deputy Fire Marshal, 770.205.4529 SMBaker@forsythco.com</p>



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<p>Special Effects: Simulation of Law Enforcement or Military</p>	<p>Sheriff's Office must review and approve all requests.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>
<p>Special Effects: Use of Vehicles (Chase scenes, etc.)</p>	<p>Sheriff's Office must review and approve all requests. If a scene occurs on Lake Sidney Lanier, additional permits required by US Army Corps of Engineers and Georgia Department of Natural Resources. See "Government Property: Lake Sidney Lanier" for contact information.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>
<p>Tents</p>	<p>Tent inspections are performed by the Office of the Fire Marshal. Note: Size and location of all tents must be noted on the site plan.</p>	<p>Steve M. Baker Deputy Fire Marshal, 770.205.4529 SMBaker@forsythco.com</p>
<p>Traffic Control</p>	<p>Sheriff's Office and the Department of Engineering will review all requests that must include a traffic control plan for the use of county public roads, right of way or sidewalks. (Deputies are required for road closures.) Municode: Sec. 62-32</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com Department of Engineering Tim Allen 770.886.2786 tlallen@forsythco.com</p>
<p>Traffic Control Sidewalks</p>	<p>Sheriff's Office must review and approve all requests.</p>	<p>Major Mark Hoffman 770.781.2222 mwhoffman@forsythco.com</p>

Additional Information:

- Encroachment of Riparian Buffers – A separate permit or variance may be required.
- Encroachment of the first 25' of state waters – 404.651.8554
- Encroachment of the second 25' of state waters will require local variance approval through the Forsyth County Zoning Board of Appeals. 678.455.8472
- External Security – Production companies may provide their own security personnel; they must be clearly identified as security personnel.
- External Lighting – There are not currently any county code requirements pertaining to the use of temporary lights. FAA has requirements for the use of high intensity lights or lasers.
- Fire/EMS Personnel/Law Enforcement and any county equipment on set is TBD based on request specifics. A separate contract or agreement in addition to the film and video production permit may be required for equipment rental and off-duty staff hiring.
- Parking – Parking needs shall be reviewed through the submission of a site plan at the time of application. Parking must be in permissible, designated parking spaces. Needs for cast, crew, equipment, and visitors must be specified on the plan.
- Trash/Recycling – It is the responsibility of the permittee to remove all trash left by participants.
- Water Connection (Temporary) – is needed via a fire hydrant and a permit is required. This permit is reviewed by the Forsyth County Water and Sewer – 770.781.2114



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Certificate of Insurance

Certificate is to be submitted at the time the Contract is executed and must meet the following requirements:

- A. Statutory Worker's Compensation Insurance
 1. Bodily Injury by Accident \$100,000.00 each accident
 - Bodily Injury by Disease \$100,000.00 policy limit
 - Bodily Injury by Disease \$500,000.00 each employee

- B. Commercial General Liability Insurance
 1. \$1,000,000 limit of liability per occurrence for bodily injury and property damage
 2. The following additional coverages must apply:
 - 1986 (or later) ISO Commercial General liability form
 - Dedicated limits per project or location (CG 25 03 or CG 25 04)
 - Additional insured endorsement (form b CG 20 10 with a modification for completed operations or a separate endorsement covering completed operations)
 - Blanket Contractual liability
 - Broad Property Damage
 - Severability of Interest
 - Underground explosion and collapse coverage
 - Personal injury (deleting both contractual and employee exclusions)

- C. Auto Liability Insurance
 1. \$1,000,000.00 limit of liability per occurrence for bodily injury and property damage
 2. Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles.
 3. Additional insured endorsement
 4. Contractual Liability

- D. Umbrella Liability Insurance \$1,000,000.00 limit of liability
The following coverages must apply:
 1. Additional insured endorsement
 2. Concurrency of effective dates with primary
 3. Blanket contractual liability
 4. Drop down feature.
 5. Care, Custody, and Control– Follow from primary.
 6. Aggregates apply where applicable in primary.
 7. Umbrella policy must be as broad as the primary policy.

- E. Forsyth County must be included as a certificate holder and named as additional insured.

- F. Forsyth County Board of Commissioners (and any applicable authority) should be shown as additional insured on the General Liability Auto Liability and Umbrella Liability.

- G. The cancellation should provide ten (10) days' notice of nonpayment and thirty (30) days' notice of cancellation.

- H. Unmanned aircraft coverage would be required, and proof of registration with FAA and copy of pilot's license for operation. This as well as the above-mentioned higher degrees of risk should always have the approval and oversight of law enforcement and fire's involvement and the FAA. Especially pyrotechnics.

Note: Additional coverage as deemed necessary by the county risk management department may be required. (Higher degrees of risk such as airplanes, jets, pyrotechnics, etc. may require a higher limit such as \$5M GL)

Questions? Please contact Heather C. Hammons, 678-513-5912, HCHammons@forsythco.com



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Film Activity Worksheet

Description: _____

Film Location(s): _____

Date filming will begin ___/___/___ Date filming will end ___/___/___

Anticipated hours of filming: _____ Total Hours

Between __: __AM/PM and __: __AM/PM

Activity	Y	N	Notes
Actors			
Any actors under the age of 16			
Animal Use			
Use of			
Government Property			
Chattahoochee River National Recreational Area			
Lake Sidney Lanier			
County Logo/Image			
Will any filming or structures occur within the first 25 feet of riparian buffer?			
Will any filming or structures occur within the second 25 feet of riparian buffer?			
Special Effects			
Aerial Stunts			
Amplified Sound			
Animal Use			
Explosions			
Flames/Campfires/Sparks/Cooking onsite			
Firearm Use - Real or Simulated			
Simulation of Law Enforcement, Military, or Emergency Responders			
Vehicle Stunts			
Pyrotechnics/Fireworks			
Explosive Gas Use			
High Intensity Lights/Lasers			



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Activity	Y	N	Notes
Traffic			
Filming along State Routes			
Traffic Control or Road Closures			
Public Sidewalk Use			
Onsite			
Temporary structures			
Tents			
Generators during production			
Signs			
If yes			
Number of Sign(s) -			
Sign Type/s -			
Sign Location(s) -			
Food and Alcohol			
Will food be prepared onsite?			
Will alcohol be served during production?			
If yes			
Caterer Name -			
Sanitation			
Are restrooms onsite?			
If not, has a temporary toilet permit been applied for?			
Temporary water connection (fire hydrant)			
External Security			
County personnel (Fire, Public Safety, etc.)			

Apply for a permit online at the Forsyth County [CSS Portal](#). The Customer Self-Service Portal is where you can submit your application, pay fees, and view your current permit status.

Each application must be accompanied by the following attachments:

- Completed Online Application (via CSS)
 - Forsyth County Release Agreement
 - Certificate of Insurance
 - Site Plan
 - Application Fee: \$100
- Location Assistance - Chamber of Commerce
Stacey Gross
sgross@focochamber.org

If you have questions, please contact:
Anneli Soucek - Planner II – Film Liaison
acsoucek@forsythco.com
770-205-4572