



# Forsyth County Film and Video Production Resource Guide

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

Activity or Use	Regulation/Requirement	Contacts
Actors: Minors under the age of 16	Both state and federal regulations apply when hiring minors for entertainment purposes. For more information, please contact the following agencies in Atlanta: <ul style="list-style-type: none"><li><a href="#">Georgia Department of Labor</a> – Child Labor Section</li><li><a href="#">U.S. Department of Labor</a> – Wage &amp; Hour Division</li></ul>	Georgia Department of Labor 877-709-8185  U.S. Department of Labor 866-487-9243
Alcohol	The serving of alcohol must comply with the Forsyth County <a href="#">Alcohol Ordinance No. 68</a> and be reviewed by the Business License Department.	Business License Department 678-455-9888 <a href="mailto:alcohol@forsythco.com">alcohol@forsythco.com</a>
Amplified Sound	Violations and any questions related to the noise ordinance are handled through the Sheriff's Office.  <a href="#">Municode: Sec. 34-153</a>	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>
Animals	The use of animals in any film or video production is subject the federal <a href="#">Animal Welfare Act (AWA)</a> . <a href="#">License and registration</a> is required through the USDA's Animal and Plant Health Inspection Service (APHIS).  <a href="#">Animal Care Licensing and Registration Assistant</a>	USDA-APHIS Animal Care Eastern Regional Office 919-855-7100 <a href="mailto:animalcare@usda.gov">animalcare@usda.gov</a>
Buildings/Sets	The Office of the Fire Marshal is responsible for inspecting both temporary and commercial buildings to ensure they meet fire safety standards.	Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a>
Buildings/Sets with Electrical	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: <a href="#">Building &amp; Licensing</a>	Building & Economic Development Faith Brooks 770-781-2114 <a href="mailto:lfbrooks@forsythco.com">lfbrooks@forsythco.com</a>



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Business License	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.	Business License Department 678-455-9888 <a href="mailto:businesslicense@forsythco.com">businesslicense@forsythco.com</a>
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 <a href="mailto:rjbrown@forsythco.com">rjbrown@forsythco.com</a>
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, Area 1 770-531-5880
Food/Catering	Any on-site food preparation requires review by <a href="#">Forsyth County Health Department</a> environmental health office.	Erin Stitt <a href="mailto:erin.stitt@dph.ga.gov">erin.stitt@dph.ga.gov</a>  Felicia Ochu <a href="mailto:felicia.ochu@dph.ga.gov">felicia.ochu@dph.ga.gov</a>
Government Property: Chattahoochee River	Any event occurring within the Chattahoochee River National Recreation Area is required to obtain a permit from the <a href="#">National Park Service</a> .  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
Government Property: Parks	Any event occurring on county-owned or county-operated park must fill out a <a href="#">Photography/Film Permit Application</a> from Forsyth County Parks and Recreation.  Note: This should be completed prior to a film permit application to ensure the location is available for the dates and times requested.	Laura Pate <a href="mailto:lbpate@forsythco.com">lbpate@forsythco.com</a>  Lacy Richards <a href="mailto:lerichards@forsythco.com">lerichards@forsythco.com</a>



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Government Property: Courthouse	<p>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.</p> <p><a href="#">Municode: Sec. 62-36(f)</a></p>	<p>Robin Rooks 678-965-7153 <a href="mailto:rsrooks@forsythco.com">rsrooks@forsythco.com</a></p>
Government Property: Lake Sidney Lanier	<p>The use of Lake Sidney Lanier requires a U.S. Army Corps of Engineers <a href="#">Commercial Special Use Permit</a>. In addition, a <a href="#">Marine Event Permit</a> is also required through the Georgia Department of Natural Resources.</p>	<p>USACE Park Ranger Ernest Noe 770-945-9531 <a href="mailto:Ernest.Noel@usace.army.mil">Ernest.Noel@usace.army.mil</a></p> <p>GDNR Captain Derek Dillard 770-535-5499</p>
Government Property: Schools	<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.</p> <p>Note: County release and waiver form is required; also see insurance requirement information within this document.</p>	<p><a href="#">List of Schools / Schools Administrators</a></p>
Sanitation	<p>Temporary toilets permit from <a href="#">Forsyth County Environmental Health</a> is required when bathrooms are <u>not</u> located on site. Temporary toilet facilities <a href="#">application</a> is available online.</p>	<p>Felicia Ochu <a href="mailto:Felicia.Ochu@dph.ga.gov">Felicia.Ochu@dph.ga.gov</a></p>
Signs or Banners	<p>Anyone who wants to put up, change, or show a sign must get a sign permit first unless they are specifically exempted. Contact the Development Inspections Division to determine if a sign permit is required.</p> <p><a href="#">Municode: Secs. 66-1 – 66-30</a></p>	<p>Department of Planning &amp; Community Development Mardi Pretiger 770-781-2237 <a href="mailto:MPretiger@forsythco.com">MPretiger@forsythco.com</a></p>



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Activity or Use	Regulation/Requirement	Contacts
Special Effects: Aerial	Sheriff's Office must review and approve all requests.  Contact the <a href="#">FAA</a> and <a href="#">FSDO</a> for the following: <ul style="list-style-type: none"><li>• Aerial Stunts</li><li>• Cranes</li><li>• Lasers, High-intensity Lights, Fireworks</li><li>• Drone/Unmanned Aircraft Systems (UAS)</li></ul>	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>
Special Effects: Animals	Sheriff's Office must review and approve all requests.  Note: See the row entitled "Animals" within this document for additional requirements.	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>
Special Effects: Explosions	The Fire Marshal and Sheriff's Office must review all requests. In addition, contact the following: <ul style="list-style-type: none"><li>• Georgia Department of Natural Resources – Environmental Protection Division. Demolition information pertaining to air quality found here: <a href="#">Asbestos Notification Requirements</a>.</li><li>• <a href="#">Federal Aviation Administration</a></li></ul>	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>  Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a>
Special Effects: Explosive Gasses (Propane, etc.)	The Fire Marshal and Sheriff's Office must review all requests.	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>  Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a>



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Activity or Use	Regulation/Requirement	Contacts
Special Effects: Fires (Campfires or Outdoor)	<p>A countywide, state-mandated ban on outdoor burning goes into effect Sunday, May 1st, and lasts through September 30th. The ban prohibits all outdoor burning. Limited restrictions are allowed. For more details regarding outdoor burning regulations, review the <a href="#">Outdoor Burning</a> webpage.</p> <p>Also, in accordance with O.C.G.A. &amp; 12-6-90, a 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 <a href="https://gatrees.org/burn-permits-and-notifications/">https://gatrees.org/burn-permits-and-notifications/</a> for the online permit).</p>	<p>Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a></p>
Special Effects: Firearms or Guns	<p>Sheriff's Office must review and approve all requests.</p>	<p>Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a></p>
Special Effects: Fireworks or Pyrotechnics	<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 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a></p> <p>Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a></p>
Special Effects: Simulation of Law Enforcement or Military	<p>Sheriff's Office must review and approve all requests.</p>	<p>Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a></p>



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Activity or Use	Regulation/Requirement	Contacts
Special Effects: Use of Vehicles (Chase scenes, etc.)	Sheriff's Office must review and approve all requests.  If a scene occurs on Lake Sidney Lanier, additional permits are required by the U.S. Army Corps of Engineers and the Georgia Department of Natural Resources.	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>  USACE Park Ranger Ernest Noe 770-945-9531 <a href="mailto:Ernest.No@usace.army.mil">Ernest.No@usace.army.mil</a>  GDNR Captain Derek Dillard 770-535-5499
State Waters	Encroachment of the first 25 ft of state waters will require review by the Georgia Environmental Protection Division.  Encroachment of the second 25 ft of state waters will require local variance approval through the Forsyth County Zoning Board of Appeals.	Watershed Protection Branch Peggy Chambers 404-651-8554  Development Review Division Krystal Lowell 770-781-2115 <a href="mailto:kelowell@forsythco.com">kelowell@forsythco.com</a>
Tents	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.	Steve M. Baker Deputy Fire Marshal 770-205-4529 <a href="mailto:smbaker@forsythco.com">smbaker@forsythco.com</a>
Traffic Control	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.  <a href="#">Municode: Sec. 62-32</a>	Major Mark Hoffman 770-781-2222 <a href="mailto:mwhoffman@forsythco.com">mwhoffman@forsythco.com</a>  Department of Engineering Denise Freund 770-781-2165 <a href="mailto:DLFreund@forsythco.com">DLFreund@forsythco.com</a>
Water Connection (Temporary)	A permit is required when a temporary connection is needed via a fire hydrant. This permit is submitted to and reviewed by the Forsyth County Water and Sewer Department.	Department of Water & Sewer Scott Adams 770-781-2160



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## **Additional Information:**

- Encroachment of Riparian Buffers – A separate permit or variance may be required.
- 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.
- Generators – The applicant is required to indicate in their application whether generators will be utilized during production.
- 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 site plan.
- Trash/Recycling – It is the responsibility of the permittee to remove all trash left by participants.

## **Site Plan:**

- Please indicate the following if applicable:
  - Filming location(s) with 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.





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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](mailto:HCHammons@forsythco.com)





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## Film Activity Application 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
<b>Actors</b>			
Any actors under the age of 16			
Animal Use			
<b>Use of</b>			
Government Property			
Chattahoochee River National Recreational Area			
Lake Sidney Lanier			
County Logo/Image			
External Security			
County personnel (Fire, Public Safety, etc.)			
Will any filming or structures occur within the first 25 feet of a riparian buffer?			
Will any filming or structures occur within the second 25 feet of a riparian buffer?			
<b>Special Effects</b>			
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			



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Activity	Y	N	Notes
Explosive Gas Use			
High Intensity Lights/Lasers			
<b>Traffic</b>			
Filming along State Routes			
Traffic Control or Road Closures			
Public Sidewalk Use			
<b>Onsite</b>			
Temporary structures			
Tents			
Generators during production			
Signs			
If yes,			
Number of Sign(s)			
Sign Type(s)			
Sign Location(s)			
<b>Food and Alcohol</b>			
Will food be prepared onsite?			
Will alcohol be served during production?			
If yes,			
Caterer Name			
<b>Sanitation</b>			
Are restrooms onsite?			
If not, has a temporary toilet permit been applied for?			
Temporary water connection (fire hydrant)			

Apply for a film 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  
Missy Roberts  
770-887-6461, ext. 135  
[MRoberts@foco chamber.org](mailto:MRoberts@foco chamber.org)

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