

Helpful Information for Handling a Film Permit Application

When you receive a film permit application, there are a few things to keep in mind:

- Certain fields are duplicated because it is not always the case that the applicant will be able to film at all places or times that they originally requested. The original information the user inputted will be on the second page of the application in the “Originally Requested Information” box. The duplicated fields are:
 - Location(s)
 - Activities / General Information
 - Requested Dates
 - Shoot Dates
 - Prep Dates
 - Strike Dates
 - Additional Dates/Comments

You will work with the applicant in order to finalize this information and input it into the fields on the first page of the application.

- If you and the applicant find that there is incorrect information in the application, you can decline the submission and return it to the applicant for corrections in most cases. However, there are certain fields that will require the applicant to submit a new one if they are incorrect:
 - Any of the fields under the Permit Service Company section
 - Production Type (in the case that they had listed Other as their production type)
- The Additional Requirements field is for you to list any additional requirements that must be met by the Applicant when filming.