



Low Impact Filming Permit Procedures

Acceptance of payment by the City does not constitute final approval of the filming permit. This application is subject to all necessary approvals. Said permit fee shall be refunded in the event that final approval is NOT granted. Permit Fee refundable if not approved, Application Fee is non-refundable.

The City of Dallas welcomes the film industry and looks forward to a cooperative partnership. These guidelines are primarily for commercial film productions, but may also apply to other commercial media productions including radio broadcasts and photo shoots.

Accredited reporters, photographers and cameramen employed by a newspaper, news service or broadcasting station filming currently breaking news, rallies, protests, or demonstrations taking place on public property do not need a film permit.

Film permit applications are evaluated using but not limited to, impact on facilities and community, reasonableness of the request, dates and conflict with previously scheduled community events, artistic merit, good-standing of production company, City brand/reputation impact, and special circumstances (e.g./ use of vehicle chases, animals, or nudity).

Applications will be reviewed and permits issued by the City of Dallas's City Manager.

Restrictions

- Filming in the Main Street business district is discouraged during the weeks of Thanksgiving Day through December 31 and during special events utilizing the City parks. During these times our merchants are highly dependent on sales and even Low-impact permits may be denied. Production companies should consult with the Film Liaison for city event information.

Fees

- Please see appropriate fee schedule for requested permit

Student Projects:

If you can provide documentation of your student status, then you are eligible for a student filming permit at student rates.

Required documents:

- Proof of enrollment/student status
- Student identification card
- Government-issued photo identification
- Permit Application
- Application fee
- Traffic control plan
- List of City Locations
- Signed Hold Harmless
- Signed Acknowledgement

These productions meet **all of the following conditions:**

- You have 6 or less people
- require minimal filming equipment and minimal disruption of normal business activities

- allow for uninterrupted vehicular and pedestrian traffic flow
- do not require closure or partial closure of any public facility (e.g., City Hall, City parks, street, or sidewalk)
- limit filming at an indoor public facility to 30 minutes and at an outdoor public facility to 60 minutes; do not restrict the public from access to said facility
- Can be completed in one business day for on-location production between the hours of 8am-5pm

Fee Schedule		To be paid before filming starts
Student Film Permit	FEE	NOTES
Application Fee	\$25	
Parking Fee	\$15	Coordinate with Film Liaison
Location Fee	\$60	

B-Roll

Required documents:

- Completed Permit Application
- Application fee
- Signed Hold Harmless
- Proof of liability insurance (\$1 million minimum) naming the City of Dallas as an additional insured
- Signed Acknowledgement
- Map of Route
- List of City locations

Drone:

- Please follow all FAA rules for flying Drones including observing privacy laws & regulations
- No traffic control allowed – pedestrian or vehicle
- Public parking will not be impacted
- Does not require closure or partial closure of any public facility

Scenic/Walk & Talk:

These productions meet **all** of the following conditions:

- require minimal filming equipment and minimal disruption of normal business activities
- No traffic control allowed – pedestrian or vehicle
- Public parking will not be impacted
- does not require closure or partial closure of any public facility
- No more than six or less cast and crew on-site at any one time
- One camera or tripod on-site only. No additional equipment allowed
- No electrical generation, wires, cables run, or lights set-up
- Outdoor production only – no coverage for interior city-owned properties access to said facility
- To be completed in one business day between 8am – 5pm
- No filming at private locations
- Production must specifically state City locations

Mobile

- Approval from the Dallas Police Department is required
- A map to include a GIS fence and the proposed filming route of travel
- Crew and equipment cannot remain stationary for more than 15 minutes at a time
- Filming from a vehicle, typically with other vehicles leading or following the active vehicle

- No right of way closures allowed
- To be completed in one block of 4 hours between 7am – 10pm, Sunday -Thursday, or 7am - 11pm, Friday and Saturday

PERMIT FEE SCHEDULE	FEE	Notes
B-Roll Permit	FEE	To be paid before filming starts
Permit Application	\$50	
Parking Fee – for Walk & Talk / Drone	\$25	Coordinate with City Film Liaison
Location Fee	\$75	

Private Property Projects:

No film permit is required if all filming activity is contained **entirely** on private property. Should filming or any associated activity impact public space, a permit may be required (to be evaluated and determined by city film staff). Regardless of permit status, the City requires productions to notify all businesses and residents, including private rentals, within a two-block radius of all filming related activity and to operate in accordance with all local and state ordinances.

These productions meet **all** of the following conditions:

- Production is entirely on Private Property
- No traffic control allowed-pedestrian or vehicle
- Public parking will not be impacted
- Completed Permit Application (no fee/communication purposes only to check for conflict & events)
- Proof of liability insurance (\$1 million minimum) naming the City of Dallas as an additional insured
- Signed Acknowledgement

Low-Impact Projects:

These productions meet **all** of the following conditions:

- Requires minimal filming equipment and minimal disruption of normal business activities
- Allows for uninterrupted vehicular and pedestrian traffic flow
- Does not require closure or partial closure of any public facility (e.g., City Hall, City parks, street, or sidewalk)
- Limit filming at an indoor public facility to 30 minutes and at an outdoor public facility to 60 minutes; does not restrict the public from access to said facility.
- Can be completed in one business day (e.g., 8 consecutive hours) for on-location production between the hours of 8am-7pm
- Does not require City staff support (in the form of off-duty police officers or public works/sanitation/facilities access support)
- Does not require alteration in any way of City of Dallas buildings, facilities, signage, vegetation, etc.

Productions that fit within these parameters **must submit**:

- Completed City of Dallas Film Production Permit Application with signature page
- Application fee
- Proof of liability insurance (\$1 million minimum) naming the City of Dallas as an additional insured
- Completed Hold Harmless Agreement
- Signed Acknowledgement page
- Map/Overhead City Locations, parking and film plan



Guidelines for Low Impact Filming

- A completed Commercial Film/Media Production Permit Application for low-impact projects is requested and shall be received by the Camera-Ready Liaison at least 14 (fourteen) business days in advance of production requested dates.
- Applications are available online or may be requested by calling 770.445.8110 x 1209. Submit applications via email to Jody Martin, jmartin@dallas-ga.gov.
- The City reserves the right to ask productions that do not have the appropriate permit or are violating guidelines to vacate public areas within one hour and/or to charge them a fee for unanticipated/non-permitted activities.

Parking of Necessary Vehicles

- City staff will coordinate with the production company on designated parking areas. All parking plans must be approved by the City Manager.
- All parking shall be shown on the map submitted with this application.

PERMIT FEE SCHEDULE- Low Impact	FEE	Notes
Application Fee	\$50	Due at application turn in
Location Fee	\$100	Fees to be paid upon approval before filming starts
Parking Fee	\$50	Coordinate parking location with Film Liaison

With an approved City of Dallas permit, the City of Dallas relinquishes the rights to any film footage gained within the parameters of the issued permit. HOWEVER, the City of Dallas shall be acknowledged in the credits portion of the finished product for distribution with “Special thanks to the City of Dallas, Georgia.”

Acknowledgment:

I have read and am familiar with the procedures and fees outlined above. I recognize that violation of these procedures can result in fines and/or the forfeiture of the filming permit.

Signature

Date

Title & Company



Low Impact Film Permit Application

PERMIT NUMBER:

2025-

Please check appropriate box.

☐ Student ☐ B-Roll Walking ☐ B-Roll Mobile ☐ Drone ☐ Private ☐ Low Impact

Name of Company: _____ Project Title: _____

Address: _____ Size of Cast & Crew: _____

Primary Contact: _____ Phone Number: _____

Date/Dates of Filming: _____ Filming Time: _____

On-site Contacts:

Location Manager: _____ Phone _____

Attachments:

1. _____ Map (Film Area & Parking plan)
2. _____ Certificate of Insurance
3. _____ List of City Locations
3. _____ Signed Hold Harmless
4. _____ Fees
5. _____ Signed Acknowledgement

To be Completed by City Officials Only:

City Manager Review/Comments _____

_____ Dallas Camera-Ready Liaison

_____ Business Dev. Director

_____ Theater Manager

_____ Public Works Director

_____ Chief of Police

_____ Chief Marshal

Comments:

Approved: _____ Denied: _____ Date: _____



Low Impact Filming Hold Harmless:

The Applicant agrees to comply with all requirements and conditions for approval established in the City's Film Production Application.

I, applicant or authorized representative, _____, hereby release and hold harmless the City of Dallas itself and its' employees, officers, agents and/or volunteers of the City of Dallas, Georgia, from any and all liability or claims to person or property which are caused by or resulting from my agents, employees, guests or other persons or entities acting on my behalf, use of and/or rental of these facilities and/or property of the City of Dallas, Georgia, which use and/or rental also includes, but is not limited to, any liability or claims by any person or entity concerning any food/catering/craft services or beverages, which I may furnish, sell or serve to anyone during the use of and/or rental of these facilities and/or property arising during or after this production, except to the extent resulting from the gross negligence or willful misconduct of the City of Dallas, Georgia.

The applicant has carefully read this release, Hold Harmless and agrees not to sue and fully understands its contents. The applicant is aware that it is a full release of all liability, except as otherwise stated herein, and signs it with that understanding.

My signature constitutes my agreement and/or the agreement of my organization (as listed below), including all participants from my organization present at this production. The person or persons signing this document hereby represent to the City of Dallas, Georgia, that they have the specific authority on behalf of my organization to execute this Hold Harmless Agreement.

Applicant Printed Name

Applicant Signature

Date

Title & Company/Organization