



**COMMUNITY PLANNING & DEVELOPMENT
DEPARTMENT**

Economic Development Division

FILM & PRINT PERMIT

SECTION 1: SUBMITTAL REQUIREMENTS

SECTION 2: PERMIT REVIEWERS' CONTACT INFORMATION & FEES

SECTION 3: INCENTIVES

APPLICATION & ROUTING SHEET



12400 NE 8 Avenue North Miami, FL 33161

305-893-6511, ext. 19006

www.northmiamifl.gov



Section 1: Submittal Requirements (City of North Miami Administrative Regulation 00-51)

The following items must be submitted for permit issuance:

- Completed application form, which may be amended from time to time (Exhibit A)
- Letter of intent indicating at a minimum the exact location of the filming, dates and hours of filming, maximum number of people at any one time to be on the property for the filming, description of purpose of filming and types of shots being filmed.
- Site plan clearly indicating staging and set-up areas, as well as location of parking for all vehicles, trailers, and equipment connected with the filming.
- Proof of public liability insurance in the minimum amount of \$1,000,000 or as otherwise imposed by the City naming the City as an additional insured.
- Fee of two hundred and fifty dollars (\$250.00) will be submitted with an application for a major still photo, video or film permit for a maximum of two (2) consecutive days, and one hundred dollars (\$100.00) for a minor still photo, video or film permit. If the still photo, video or film shoot is more than two (2) days, then, a fee of one hundred and fifty dollars (\$150.00) for a major still photo, video or film, and twenty five (25.00) dollars for a minor still photo, video or film for each additional day will apply upon approval of the permit.
- Secure signatures from abutting *residential*/property owners that may be impacted by the filming. The applicant will be responsible to certify to the City that all property owners within the area designated as the impact area, have been notified of the filming (please see last page). Designation of the impact area will be at the discretion of the City Manager or his/her designee.
- Projects requiring the use of City facilities (i.e. parks, community centers, stadium, etc.) are required to sign a separate rental agreement with the department responsible for those facilities and pay required rental fees prior to the issuance of the film permit.

Permit Conditions & Requirements:

- The City will have at least three (3) days to review an application for a filming permit and may approve it with conditions or deny the request.
- The City Manager may at his/her discretion, with the intent of protecting public interest, safety and welfare impose conditions such as:
 - Require the applicant to hire off-duty police officers to supervise and control traffic and other matters when the public rights-of-way are utilized for filming.
 - Require the applicant to hire off-duty police officers to provide security and control of filming on private property.
- Limit filming in a residential location to no more than three (3) a year for projects of more than five (5) days.
- Limit filming in residential neighborhoods to the hours of 6:00 a.m. to 11:00 p.m.
- Limit the number and location of vehicles, trailers, and equipment as depicted on the approved site plan submitted in order to minimize intrusive impacts on neighborhoods.
- Denial The City Manager may deny a permit request if there is evidence that previous filming at the same location had a negative disruption of the neighborhood, or if on previous occasions the applicant violated conditions or restrictions of a film permit, or if the applicant previously failed to obtain a film permit. The City Manager reserves the right to revoke any film permit without cause or advance notice.

Section 2: Permit Reviewers' Contact Information & Fees

Contact	Phone	E-Mail
Sam Blatt Economic Development Manager	305-893-6511, ext. 19006	sblatt@northmiamifl.gov
Brittini Duria Zoning Administrator	305-893-6511, ext. 19007	bduria@northmiamifl.gov
Karen Muir Risk Manager	305-893-6511, ext.13101	rmuir@northmiamifl.gov
Derrick Corker Director of Parks & Recreation	305-893-6511, ext.12601	dcorker@northmiamifl.gov
Tanya Wilson-Sejour Director of CP&D	305-893-6511, ext. 19001	tsejour@northmiamifl.gov
Larry M. Spring, Jr. City Manager	305-893-6511, ext. 12109	lspring@northmiamifl.gov
Wisler Pierre-Louis Director of Public Works	305-893-6511, ext. 12501	pwisler@northmiamifl.gov

Fees

The distinction between major and minor still, video or film project will be made by City staff.
[City of North Miami Administrative Regulation 00-51](#)

Major productions defined as:

Crew size of 13 or more; OR
 Budget greater than \$30,000

Fee for Major productions:

\$250.00 for a maximum of two (2) days
 \$150.00 for each additional day

Minor productions defined as:

Crew size of 12 or less; OR
 Budget of \$30,000 or less

Fee for Minor productions:

\$100.00 for a maximum of two (2) days
 \$25.00 for each additional day

Additional fees may vary by location – Parks & Recreation, form attached

Permit Number:
FILM - _____ - 2017



Film & Print Permit Application

Company Applying for the Permit:

Company Name: _____
Address: _____ City: _____ State: _____
Contact Person: _____ Telephone: (____) _____ Email: _____

Project Information:

Project Title: _____
Location: _____ Date and Time(s): _____
Base Camp Location *(if different from filming location)*: _____
Please briefly describe the type of production and scope of the project being filmed/shot in North Miami: _____

Project Size & Budget:

Approximate Production Costs: \$ _____
of Crew Members: _____
Approximate Production Costs in the City of North Miami: \$ _____
Do you plan on taking advantage of any of the pre-production or production incentives *(see page #)*: YES NO

Acknowledgement: I have read the requirements and agree to abide by the City's Administrative Regulation 00-51.

Failure to do so will delay the film & print permitting process, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

Signature

Date

Please e-mail the permit application and the required information to sblatt@northmiamifl.gov

For City Use Only

Department Approval

Approved:

Tanya Wilson-Sejour
Community Planning & Development

Larry M. Spring, Jr.
City Manager

Permit Number:
FILM - _____ - 2017



Extended Production Permit Application

To qualify for an extended production permit, productions must be substantially similar to original production and require multiple days of filming over an extended period of time. Productions that deviate substantially from the approved production application require a separate permit application and assessed fee. Please note that determination of similarity of productions will be made by City Staff.

Are your future productions substantially similar to the original production being described on the previous page?

YES

NO

Please indicate the estimated number of production days needed and dates of production. If exact dates are not known, please indicate the estimated month of production. **Please note that if the exact date is not specified, the City must receive forty-eight (48) hours written notice (by signed letter or email) prior to each subsequent film production.** All dates of future production must be within twelve (12) months of date of permit application.

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Extended Fee for Major productions:
\$250.00 for a maximum of two (2) days
Additional upfront fee of \$150.00 for each subsequent day of production listed on the application.

Extended Fee for Minor productions:
\$100.00 for a maximum of two (2) days
Additional upfront fee of \$25.00 for each subsequent day of production listed on the application.

Acknowledgement: I have read the requirements for extended production permits and agree to abide by the City's Administrative Regulation 00-51.

Failure to do so will delay the film & print permitting process, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

Signature

Date

Please e-mail the permit application and the required information to sblatt@northmiamifl.gov

Permit Number:
FILM - _____ - 2017



Preproduction Incentives

Any production to be filmed in the City that invests in North Miami businesses within the North Miami Community Redevelopment Agency Boundary (see northmiamicra.org) may be entitled to 30% reimbursement of total expenditures over \$10,000 and up to \$50,000. Incentives are subject to funding availability through the North Miami Community Redevelopment Agency and/or the City.

Any production to be filmed in the City that invests more than \$20,000 in North Miami businesses, may be given free and/or reserved parking during production.

Any production to be filmed that invests more than \$50,000 in North Miami businesses, may be given free and/or reserved space to use as a "Base Camp" during production.

To apply for Pre-production incentives, please fill out the following information:

Total spent in North Miami CRA (For Reimbursement Incentives): \$ _____

Total Reimbursement Request from CRA expenditures: \$ _____

Total spent at North Miami Businesses (For Parking/Base Camp Incentives): \$ _____

Approximate # of Free Parking Spaces Requested _____

Approximate space (square feet/acres) needed for reserved Base Camp: _____

To be awarded preproduction incentives, please submit the following as proof of expenditures:

For CRA Reimbursement

- Invoice(s) from production company to City with specific line item expenses and descriptions
- Itemized receipts and/or paid invoices from North Miami businesses in CRA boundary
- Expenses must be made before filming begins and/or must be related to specific production on Film Permit application

For Free Parking/Base Camp

- Itemized receipts and/or paid invoices from North Miami businesses
- Expenses must be made before filming begins and must be related to specific production on Film Permit application

Acknowledgement: I have read the requirements and guidelines for incentives and agree to abide by the City's Administrative Regulation 00-51.

I acknowledge that all records, documentation, and expenditures are accurate, and that all expenses are related to this specific film permit production. I understand that falsifying documentation or expenditures may result in a violation subjecting the offender to fines stated in the administrative regulations and/or criminal and civil penalties under State of Florida law.

Signature

Date

Permit Number:
FILM - _____ - 2017



For productions with more than twelve (12) crew members and budget of more than \$30,000, fees for use of City facilities such as City parks, community centers and other public locations may be waived.

For productions with a budget of over \$100,000, administrative fees for hiring off-duty Police officers may be waived.

To apply for production incentives, please fill out the following information:

Total Production Budget: \$ _____ Total Number of Crew Members: _____

To be awarded production incentives, please submit the following as proof of expenditures:

- Detailed line-item budget for production with supporting documentation justifying expenses
- List of crew members including full name, phone number, and email address
- Expenses must be made before filming begins and/or must be related to production on Film Permit application

Incentives for post-production work may be available on a case by case basis. Please contact Sam Blatt at (305) 893-6511 ext. 19006 or by email at sblatt@northmiamifl.gov to learn more.

The City reserves the right to request additional documentation related to the production budget or contact members of the film crew at its discretion.

Acknowledgement: I have read the requirements and guidelines for production incentives and agree to abide by the City's Administrative Regulation 00-51. I acknowledge that all records, documentation, and expenditures are accurate, and that all expenses and budgets are related to this specific film permit production. I understand that falsifying documentation or expenditures may result in a violation subjecting the offender to fines stated in the administrative regulations and/or criminal and civil penalties under State of Florida law.

Signature

Date

Film Permit Review Routing Sheet

The following departments may be affected by the proposed request. As such please verify if there are conditions that must be met. If none then please check the appropriate box below:

Karen Muir
Risk Management

- Approved
- Approved with Conditions
- Denied

Comments: _____

Police Department
Representative

- Approved
- Approved with Conditions
- Denied

Comments: _____

Brittini Duria
Zoning
Community Planning
& Development

- Approved
- Approved with Conditions
- Denied

Comments: _____

Derrick Corker
Parks & Recreation
(If applicable)

- Approved
- Approved with Conditions
- Denied

Comments: _____

Wisler Pierre-Louis
Public Works
(If Applicable)

- Approved
- Approved with Conditions
- Denied

Comments: _____

PLEASE BE AWARE THAT THIS IS A LEGALLY BINDING DOCUMENT AND ALL REQUESTED ADJUSTMENTS MUST BE STATED CLEARLY PRIOR TO ACQUISITION OF SIGNATURES. THERE WILL BE NO EXCEPTIONS.

Consent Form

I, _____, have applied for a Film & Print Permit to the City of North Miami's Community Planning & Development Department, to permit the production of _____

We, the undersigned property owners, have read (or have had read to us) the information applicable to this request for a Film & Print permit from Administrative Regulation 00-51 as applied to the City of North Miami and fully understand that by subscribing my name to this consent form, I am waiving any objection to the proposed production as outlined above and as shown in the documents accompanying this application. I further certify that I have subscribed my name freely and without any duress or apparent misrepresentation on the part of the applicant to this form and to the plans accompanying this application.

Property Owner (Please Print)	Address	Signature	Date

*** Please include an aerial view of the production location and the locations of where the signatures were collected ***

CITY OF NORTH MIAMI PARKS & RECREATION DEPARTMENT FILMING/INDEMNIFICATION AGREEMENT

Date(s) of reservation: _____

FEES & CHARGES

FOR OFFICE USE ONLY

EVENT USE:

- Media Shoot (crew of 12 or less): \$85/hour (2 hour block minimum) = _____
 - Media Shoot (crew 13 or more): \$160/hour (2 hour block minimum) = _____
 - Special event: \$2,000 / 8 hour block (\$200/additional hour) = _____
- From _____ am/pm - To _____ am/pm = _____ hrs.

SECURITY DEPOSIT: \$500 PER EVENT = _____
 CLEANING DEPOSIT: \$500 PER EVENT = _____

*Additional fee may be charged for excessive debris and litter.

TOTAL FEES \$ _____

NAME/PERSON RESERVING THE FIELD: _____
 Street Address: _____ City: _____ Zip: _____
 Home Telephone: _____ Work Telephone: _____

PERSON IN CHARGE AT RENTAL: _____
 Home Telephone: _____ Work Telephone: _____
 Organization: _____
 Purpose of Rental (practice, tournament, fund raising event, etc.): _____
 Number of teams using the facility: _____ Will a registration fee be charged? _____
 How much? _____ Per team. Will food or beverages be sold? _____

AGREEMENT

THE UNDERSIGNED DOES HEREBY AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF NORTH MIAMI FOR ANY DAMAGES INCURRED BY THE CITY OF NORTH MIAMI RESULTING DIRECTLY OR INDIRECTLY FROM USE BY THE UNDERSIGNED OF THE FACILITY.

THIS INDEMNIFICATION SHALL INCLUDE NOT ONLY PHYSICAL DAMAGE TO PROPERTY OF THE CITY (INCLUDING CLEANING THE FACILITY), BUT ALSO ANY CLAIMS BY THIRD PERSONS FOR INJURIES OR PROPERTY DAMAGE RESULTING FROM SUCH USE DUE TO NEGLIGENCE OR INTENTIONAL ACTS OF THE UNDERSIGNED, ITS AGENTS, EMPLOYEES, WORKERS, HEIRS, INVITEES, ADMINISTRATORS OR ASSIGNS.

WHEN RESERVING FACILITIES FOR FILMING, Proof of liability insurance must be provided. Police and/or Security will need to be arranged by the renter with the police department 30 days prior. If a reservation is cancelled, a full refund less \$20.00 administrative fee will be made if written notice is received at least 30 days prior to the date of the reservation. If a reservation is cancelled with written notice within 30 days of the rental, a \$200 fee will be assessed. If a reservation is cancelled with written notice one week prior to the rental date, a \$500 fee will be assessed.

SIGNATURE: _____

IN WITNESS WHEREOF, THE UNDERSIGNED HAS SET HIS HAND AND SEAL ON THIS _____ DAY OF _____, 20__.

WITNESSES SIGNATURE:

1. _____ 2. _____



CP & D SUGGESTED RETAILERS

To help you with all your production needs, our department has compiled a list of various local businesses that we would consider our favorites such as caterers and equipment. Please let us know if you have any specific needs not listed and we will assist in finding them for you! Enjoy!

PRODUCTION & EQUIPMENT

Continental Film & Digital Lab
1998 NE 150 St.
North Miami, FL 33181
305.949.4252

Stage Equipment & Lighting
12250 NE 13 Ct.
North Miami, FL 33161
305.891.2010

Audio Vision Studios
13385 W. Dixie Hwy
North Miami, FL 33161
305.893.9191

Space Music
13630 Dixie Hwy.
North Miami, FL 33161
305.891.8945

FOOD & CATERING

Tomato & Basil ^{Italian}
653 NE 125 St.
North Miami, FL 33161
305.456.1193

Mimmo's Mozzarella ^{Italian}
475 NE 123 St.
North Miami, FL 33161
305.351.6826

Steve's Pizza ^{Italian}
12101 Biscayne Blvd.
North Miami, FL 33181
305.891.0202

HAIR & NAILS

Hawaii Nails & European Salon
480-482 NE 125 St.
North Miami, FL 33161
305.893.7515

Jivana Nails & Spa
12117 Biscayne Blvd.
North Miami, FL 33181
305.893.9310

Wild Hair
1601 NE 123 St.
North Miami, FL 33181
305.891.4343

Alaska Coffee Roasting Co. ^{Cafe}
13130 Biscayne Blvd.
North Miami, FL 33181
786.332.4254

Little Havana ^{Cuban}
12725 Biscayne Blvd.
North Miami, FL 33181
305.899.9069

Finga Licking ^{Soul Food}
12490 NW 7 Ave.
North Miami, FL 33168
786.703.3087

CLEANERS

DXD Cleaners
1801 NE 123 St.
North Miami, FL 33181
305.456.9356

Parisian Custom Cleaners
13170 Biscayne Blvd.
North Miami, FL 33181
305.892.0869

Keystone Dry Cleaners &
Laundry Inc.
12711 Biscayne Blvd.
North Miami, FL 33181
305.891.1820

Ricky Thai Bistro ^{Thai}
1617 NE 123 St.
North Miami, FL 33181
305.891.9292

Zaika Indian Cuisine ^{Indian}
2176 NE 123 St.
North Miami, FL 33181
786.409.5187

Captain Jim's ^{Seafood}
12950 W. Dixie Hwy.
North Miami, FL 33161
305.892.2812

BAKERIES

Pastry is Art ^{Artisanal}
www.pastryisart.com
12591 Biscayne Blvd.
North Miami, FL 33181
305.603.9340

Café Crème ^{French}
www.cafecrememiami.com
750 NE 125 St.
North Miami, FL 33161
305.409.3961

Juan Valdes Café ^{Colombian}
www.juanvaldezcafe.com
1801 NE 123 St.
North Miami, FL 33181
786.502.8225

Subres Grill ^{Kosher}
2218 NE 123 St.
North Miami, FL 33181
305.899.0095

Bagel Bar East ^{Kosher}
1990 NE 123 St.
North Miami, FL 33181
305.895.7022

Konata's Restaurant ^{Vegan}
13343 NW 7 Ave.
North Miami, FL 33168
305.688.7400