



Media Production Permit Guidelines

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Roswell city limits. The guidelines are subject to change and may be enforced as conditions of the permit.

1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. Applicant must provide a certificate of insurance naming the City of Roswell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Roswell as additional insured.
3. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four (4) hours per day.
4. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
5. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Roswell Fire Department.
6. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require inspection by the Fire Marshal.
7. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
8. The production company must have the permit on site at all times.
9. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
10. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
11. The Roswell Fire Marshal shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
12. The City of Roswell logo may not be included in any production without written permission from the Community Relations Department.
13. Payment for all City Services must be made the day of production.