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Permitting Guidelines for Students

Film Permits are generally required throughout Miami-Dade County and each of its municipalities for commercial film, video or still photo shoots that are conducted on public property; that is, on roads and streets, sidewalks, or in parks, beaches or public buildings.

FilMiami.org offers one stop on-line permitting for Miami-Dade County and the City of Miami Beach facilities and properties, as well as for most other local municipalities.

The City of Miami now has their own website and issues permits exclusively through their office. Please go to www.miamifilmoffice.com or contact Vincent Betancourt at 305-416-1318 for more details.

Permits cost \$100.00 per each 28 production days. **However, the \$100 fee can be waived if the student has their teacher/professor email a letter verifying the student and project to our office. PLEASE DON'T ATTEMPT TO PAY THE FEE IF YOU ARE ABLE TO HAVE IT WAIVED BY A LETTER FROM YOUR PROFESSOR! Please email the letter to: Dbelz@filmmiami.org. You may add as many locations onto your permit within the 28 day permit validity period.**

We do require a minimum of 24 hour notice for permit approvals. (Exceptions: Port of Miami, Miami International Airport, Miami-Dade Transit – permits need sometimes up to 14 days notice and are subject to approval). A certificate of insurance, additionally insuring Miami-Dade County (including address), or the appropriate municipality, for \$1 million of general liability is required. We also need specific information on locations, dates and times, budget information and any other special arrangements.

Miami-Dade County does not require a film permit for shoots on private property (residential or otherwise). However, if you are filming in Unincorporated Miami-Dade County, on sidewalks or streets, or parking vehicles in swale areas, then those areas need to be permitted. Noise ordinances apply to all film permitting. A permit can not be issued in residential and certain other areas prior to 7:00am or after 11:00pm. Please check with the Miami Beach Film office regarding the conditions for film/photo shoots in residential neighborhoods (see contact info below)

To apply for a film permit, please visit www.filmmiami.org and fill out the online application form.

WHEN APPLYING FOR THE PERMIT, PLEASE MAKE SURE THE NAME OF YOUR SCHOOL (AND ADDRESS) ARE LISTED AS THE PRODUCTION COMPANY. Your school is who provides the insurance to cover your shoot. And since the certificate which shows us who is providing the insurance, THE "PRODUCTION COMPANY" (IN THIS CASE YOUR SCHOOL) MUST MATCH THE NAME ON THE CERTIFICATE OF INSURANCE.

Please note: that you can permit for the Miami Beach through the FilMiami permitting system at www.FilMiami.org website. However, Miami Beach has their own Film Office and the permits that are submitted through Filmmiami.org system for that municipality, is NOT issued through the Miami-Dade County Office of Film and Entertainment but are issued by the Miami Beach Office of Film and Event Production Management. *Miami Beach Office of Film and Event Production Management – 305-673-7070*

TO RECEIVE A FEE WAIVER ON A NON-COUNTY FILM PERMIT, A LETTER FROM YOUR PROFESSOR VERIFYING THAT YOU ARE A STUDENT AND THAT THE PROJECT IS FOR A SCHOOL PROJECT MUST BE EMAILED FROM THE TEACHER DIRECTLY TO: Dbelz@filmmiami.org -

PLEASE NOTE THAT BESIDES A CERTIFICATE OF INSURANCE REQUIRED BY MIAMI-DADE COUNTY, IF YOU SHOOT IN A MUNICIPALITY (CITY) IN MIAMI-DADE COUNTY, THERE IS A POSSIBILITY THAT AN ADDITIONAL CERTIFICATE OF INSURANCE WILL BE REQUIRED TO BE ISSUED BY YOUR SCHOOL TO THAT PARTICULAR MUNICIPALITY.

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Following are some popular County locations and their guidelines. All locations must be permitted at www.filmmiami.org. Special provisions for verified student projects are highlighted in blue):

Parks Arrangements and approval must be made in advance with the appropriate park manager. County Parks usually charge a film/photo shoot fee per day of \$300.00. (Exception: Crandon Park Beach. Go to: www.filmmiami.org – Film permit Info center for details – fees are higher at Crandon Park), as well as, for vehicle parking. Some Parks limit the number of film crews that can shoot on a particular day. **VERIFIED STUDENT PROJECTS, DEPENDING ON THE SIZE AND SCOPE OF THE PROJECT, WILL RECEIVE GRATIS OR REDUCED FILM/PHOTO FEES. HOWEVER, PARKING FEES ARE NOT WAIVED.**

Miami-Dade County Transit System Approval and an Access letter must be obtained from the Transit Special Events coordinator. Special conditions apply to each individual request. Please see our website, www.filmmiami.org, for the filming regulations of the Transit system. All requests for filming. Most film/photo requests require the hiring of a County designated security guard to accompany film shoots on the Transit system. There is a fee for the security guard.

Miami International Airport Approval must be obtained and coordinated by MIA's Special Event Manager. It can take up to 10 days for approval. Filming is subject to availability. Special clearances must be obtained for filming in certain areas. ***Under no circumstances are weapons (faux or real) allowed by cast and crew on MIA property.*** Production may be required to hire Miami-Dade County Off-duty police and a canine sweep; both are at production's expense. An electrical tie-in requires the hiring of the house electrician, also at production's expense

Port of Miami, New and Old Port Bridges Approval must be obtained Seaport security and Seaport Police. A Seaport Special Events Form (see Film Permit Info Center at FilMiami.org) needs to be completed which includes the full names and date of birth for each person in your crew and cast and emailed to dbelz@miamidade.gov. At least one Off-duty Officer and one Port Security officer must accompany production. A 14 days advance notice may be required. There is a per person cost for cast and crew security passes. There is a 72 hour minimum advance notice for security clearance and security passes to be issued. Certain other fees might apply. **NO WEAPONS OF ANY KIND, FAUX OR OTHERWISE ARE ALLOWED AT THE PORT. THE PORT WILL TRY TO ACCOMMODATE VERIFIED STUDENT PROJECTS ON A PROJECT-BY-PROJECT BASIS.**

Roads & Bridges Ability to shoot on roads or bridges is on a case-by-case basis. In addition to a County film permit, some roads and bridges might require a permit from the Florida Department of Transportation. Please contact the Miami-Dade Office of Film and Entertainment for more information, 305-375-3288. Filming on most roads and bridges in Miami-Dade County require the hiring of off-duty police. In addition, filming on bridges may require the hiring of a bridge supervisor. No permission will be give to film on some roads and/or bridges during rush hour traffic. All road and bridge permissions are coordinated through our office. Some roads and bridges need to be approved by their respective jurisdictional film offices (Miami Beach and City of Miami).

Road Closures Submission of Road Closure paperwork (available at www.filmmiami.org) is required at least 5 working days in advance of the street closing. The road closure permit is only valid with police and fire department signatures of approval. Road closing does not extend beyond 11 p.m. Proper barricades with reflective orange and white stripes, and flashers mounted on top of the barricade are required. All road closures are coordinated through our office. MOT (Maintenance of Traffic Plan) by a certified company might be required. In addition to a County film permit, some roads and bridges might require a permit from the Florida Department of Transportation.

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Off-Duty Police The Miami-Dade Office of Film and Entertainment coordinates the hiring of Miami-Dade off-duty police officers for the purpose of a film shoot. Payment for police is required in advance of the shoot. At least 48 hours prior to the shoot date start time is required for our office to coordinate the officers with our police department. Police coordinators office is closed by 3pm. Any after-hours changes can be an additional \$650. Some municipalities have their own police. Please check with our office for information 305-375-3288.

Judicial System Any County Judicial facility requires additional an additional signed Hold Harmless. Permission for filming must be obtained both from the facilities supervisor as well as the 11th Judicial Circuit of Florida Director's Office of Government Liaison and Public Relations, All Interior and Courtroom requests require approval from Administrative Judge. Any electrical tie-in requires the hiring of the house electrician at production's expense. Filming is allowed after 5pm on weekdays and all day on weekends. However, not all areas of the Courthouses are available for film/photo shoots. **Additional fees for personnel might apply.**

Residential & Businesses The County does not issue film permits for film/photo shoots on private property. However, if a production is utilizing swale areas or congesting a residential neighborhood or businesses then both a film permit and notification of residents/businesses must be made to those affected.

Special Effects & Pyrotechnics For film/photo shoot activities in the jurisdiction of the County, the Miami-Dade Fire Rescue (MDFR) does require that the permit holder obtain required approval, fire standby & fire permit, as may be required, from MDFR Special Events Bureau prior to the activity. Pyrotechnics will require approval, inspection & permit & may be coordinated via the MDFR Special Events Bureau. Additional fees for fire permits and personnel might apply.