



# City of White Plains Filming Permit Application Instructions

**The city of White Plains requires 5 working days to process an application request. Incomplete permits will not be accepted.**

**No permits will be approved if conditions for approval are not met 5 days prior to the first on location prep day.**

A COMPLETED APPLICATION WILL CONTAIN THE FOLLOWING:

- ° Completely filled out permit application (Form A).
- ° Certificates of insurance AND an endorsement evidencing:
  1. Workers compensation insurance as required by law for the protection of permittee's employees;
  2. Comprehensive or commercial general liability insurance written on an occurrence basis providing for a combined single limit of (a) \$1 million, or (b) \$500,000 per occurrence with \$1 million aggregate for bodily injury, death and property damage, or (c) \$1 million aggregate.

Each policy of general liability shall be endorsed to provide that City, its officers, agents, and employees are declared to be additional insureds under the terms of the policy.

- ° Copy of location agreement (if filming on private property).
- ° Copy of neighborhood filming notification letter (if required). (Form B)
- ° Signatures of approval (Form C) from directly impacted property owners and merchants WITHIN 500 FEET IN ALL DIRECTIONS of proposed filming and parking locations. Based on the type of production, at the discretion of City Staff, you must have between 80-100% approvals from all properties.
- ° Short, written description of the filming activity and storyline of scenes.
- ° Filming layout diagram and parking plan showing where cameras will be set up for all shots; where equipment such as trucks, generators, camera van or cube van, and honey wagons will be located and where crew/extra cars will be parked.
- ° Permit and application fees (non-refundable)

## City of White Plains FEE SCHEDULE

	<b>Crew Size &lt;3 people</b>	<b>Crew 3 to 15 people</b>	<b>Crew &gt;15 people</b>
<b>Per Day Permit Fee - Day 1</b>	\$350/day	\$1,000	\$1500
<b>Per Day Permit Fee - Day 2</b>		\$750	\$1000

- ° Each permit filed requires a refundable deposit of \$2500
- ° City Staff and Public Safety are paid hourly. The number of hours required will be determined at the logistics meeting.