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City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



Dear Filmmaker:

**Subject: Film Production Permit**

Thank you for choosing the City of Traverse City for your film project!

It is our intention to make your production experience in Traverse City highly successful. Traverse City provides a wealth of locations, support and artistic professionals that will keep you coming back. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 842 *Commercial Motion Picture, Television, Radio and Production Film Activities*, which can be viewed in its entirety at:

[https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances?nodeId=PTEIGHTBURETACO\\_TITWOBURE\\_CH842COMOPITERAPRFIAC](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBURETACO_TITWOBURE_CH842COMOPITERAPRFIAC).

Attached you will find an informational packet that should help answer any questions you may have, however if it does not please feel free to contact our office. Also attached is a permit application that will need to be completed and returned to the City Clerk's Office along with a non-refundable \$50 application fee prior to the start of filming.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies, if necessary. Once all departments have approved your request, the City Clerk's Office will issue you a formal ***Film Production Permit***.

We hope this information is helpful. The City of Traverse City looks forward to working with you. Should you have any questions please feel free to contact Kim Lautner, Licensing and Election Specialist at (231) 922-4480 or via Email at [klautner@traversecitymi.gov](mailto:klautner@traversecitymi.gov).

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin C. Marentette".

Benjamin C. Marentette, CMC  
City Clerk

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# **Film Production Information Packet**

## Film Production Permit Requirements, Guidelines and Fee Schedule

**This permit is for a film production (excluding *\*Low Impact Production Film* which does not require a permit)**

*\*Low Impact Production Films which do not require a permit shall mean Production Film activities that:*

- 1). *Do not impede the right-of-way*
- 2). *Do not require use of any City resources and/or personnel*
- 3). *Less than 4 hours duration*
- 4). *Do not involve more than 5 persons on the set*
- 5). *Do not place more than 5 pieces of film; and equipment on the city's right-of-way*
- 6). *Do not use pyrotechnics or flame.*

*\*No Permit Application Fee*

1. Complete Film Production Permit Application and submit with non-refundable \$50.00 application fee.
2. Obtain general liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City as an additionally insured party for thirty (30) days beyond the length of the shoot. Also, provide proof of Worker's Compensation Insurance. In some instances permittee may be required to obtain A \$5 million per occurrence may be required depending upon activities (see ordinance).
3. If a road closure is requested, please attach a sketch and/or traffic control plan for each filming location, listing which roads you wish to close and a brief description of what you will be filming, as well as placement of work trucks, crew/equipment, "no parking" signs, etc.
4. The Permittee shall employ at its own expense such security personnel as necessary for the adequate security and protection of the maximum number of attendants at the location of the filming.
5. Production vehicles must not block parking lot access drives, fire hydrants or be parked in fire lanes and must allow a minimum of 20 feet clearance between vehicles parked on either side of the street for emergency response vehicles to pass.
6. Base camp cannot be on the streets of Traverse City. Only the necessary production vehicles (e.g., grip & light truck) may be at the filming location. Crew parking, honeywagon, catering, non-essential production vehicles, etc. must be at a predetermined location (e.g., nearby parking lots).
7. The film company must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition.
8. If a park location is requested, an additional "park usage" permit may be required if usage is not considered brief as defined by the Park and Public Land Use Policy.

**Notification by Film Company to affected Residents/Occupants/Businesses:** The film company must notify affected residents, occupants and businesses, in advance of any filming and as instructed by the City of Traverse City, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests, and sidewalk usage. It is expected that the film company will minimize the impact to those affected.

**Vehicles, Traffic, Parking.** No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.

**Barricades.** The City of Traverse City offers barricades at a rate of \$55/barricade and \$25/barricade to non-profits. Barricades must be retrieved from and returned to the City Streets Division at 625 Woodmere. Please contact the Streets Department Supervisor at (231) 922-4910, extension 119 for barricades.

**City Departments Approvals.** Various departments will review and approve activities prior to issuance of the permit, such as; Police, Fire, Public Services, Downtown Development Authority, Engineering, Parking and other departments as needed. The City will immediately schedule a meeting with the film company and city departments to help expedite the process.

**Conditions/Restrictions.** The film company shall comply with all conditions and restrictions of the film production permit. Upon violation of the City of Traverse City's film ordinance or provision of the permit, the City may immediately halt all filming activity and revoke the permit.

**Fees.** The film company shall pay the non-refundable \$50 application fee upon submission of the Application. The film company will also pay for services, if any, provided by the City relating to the production of the film to maintain the health, safety, and welfare of the citizens, such as police, fire, streets and other departments as deemed necessary. Actual costs will be charged.

**For more information, please contact the City of Traverse City  
City Clerk's Office**

**(231) 922-4480**

**Or**

**Email: [klautner@traversecitymi.gov](mailto:klautner@traversecitymi.gov)**



# Film Production Permit Application

## Chapter 842

Company: \_\_\_\_\_

Fed/State Employer ID: \_\_\_\_\_

Production Title: \_\_\_\_\_

Production Synopsis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Company's statement of experience: \_\_\_\_\_

\_\_\_\_\_

*Three municipal references; if none, three professional references: (name and contact information)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**For location/s please attach additional pages, including maps and addresses of filming.**

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Type of Filming: \_\_\_\_\_

\_\_\_\_\_

Activities: (Provide a description of filming activity for each location including maps, sketches, including any requested alterations to normal traffic flow such as street/lane closures etc. on a separate sheet(s) of paper)

When complete and by acceptance of this permit, permittee agrees to all the conditions, including any Film Production Permit Requirements, Guidelines and Fee Schedule contained in the Information Packet.

**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.**

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

\$50 Permit Fee required\_\_\_\_\_

Date: \_\_\_\_\_

Authorized Applicant Representative:

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
(Signature)

**Film Production Permit**

Effective From: \_\_\_\_\_ To: \_\_\_\_\_

At the following locations and times: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Benjamin C. Marentette, CMC, City Clerk

Copy: City Manager  
Police, Fire, Streets, DDA, Engineering  
Parking