



## TOWN OF SULLIVAN'S ISLAND FILM PERMIT APPLICATION

### **GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING**

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by Town authorities or the public.
2. Permittee agrees to comply with all the applicable Federal, State and Local Laws, regulations, ordinances and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.
3. In the event that an authorized representative finds that the activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel or amend this permit. The Town reserves the right to suspend, cancel or amend this permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming the Town of Sullivan's Island as "additionally insured," and also as the "certificate holder" during the event with a face value of at least \$2,000,000.00. The permit itself is invalid if a current insurance certificate is not received by the Town and approved prior to the date of the event.
5. This permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of, the Town of Sullivan's Island. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to the issuance of a permit.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Permittee agrees to canvass the areas impacted by the filming 48 hours prior to filming, and businesses and residents notified, preferably in person, otherwise with flyers. Permittee is responsible for working out any conflicts or negative financial aspects.
8. Parking in any areas designated as "no parking," "loading zones," "emergency only," parking with any type of "restrictive designation," needs to be designated within the Film Permit Application.
9. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within five (5) feet on either side of the existing fire hydrants.
10. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and the building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
11. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of "handicapped persons" shall remain open and accessible.
12. Driveways and entrances shall allow for accessibility for emergency vehicles.
13. Permittee must comply with the Municipal Code Sections 14-15 and 14-16. The Code prohibits excessive or unusually loud noise between the hours of 10:00pm to 7:00am and not before 10:00am on Sundays, in residential and commercial areas.

Staff Contact: Jessi Gress, Permit Technician  
 Phone Number: 843-883-5727; Email [jgress@sullivansisland.sc.gov](mailto:jgress@sullivansisland.sc.gov)  
 2056 Middle Street/P.O. Box 427 Sullivan's Island, SC 29482



## TOWN OF SULLIVAN'S ISLAND FILM PERMIT APPLICATION

### GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING (Continued)

As an appointed representative of the production company, I have read and agree to the terms of this filming permit for this and the following locations therein reference in the production. I understand I may have filming temporarily or permanently shut down if the requirements as set forth are not adhered to either intentionally or intentionally.

#### LOCATION AND SITE INFORMATION DETAILS

Please provide a **DETAILED** map of each location, which includes the following information relevant to your production:

- Location of cameras and all equipment
- Lane restrictions, intermittent traffic control
- Sidewalk closures or intermittent pedestrian control
- Truck parking
- Crew parking
- Base camp
- Catering location
- Direction of moving vehicles for driving shots
- Indicate location of generators and other temporary structures
- Other information as requested

#### MAPS WITHOUT THIS INFORMATION WILL NOT BE ACCEPTED FOR PROCESSING.

#### APPLICANT INFORMATION:

Company Name: \_\_\_\_\_ Location Manager: \_\_\_\_\_

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

Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name (Print): \_\_\_\_\_

The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit.

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### GENERAL INFORMATION AND FEE CALCULATIONS:

**This project is (check one):**

- Feature Film       Music Video       Television Programming       Documentary  
 Corporate Video       Short Film       Still Photography       TV Movie  
 Commercial       Educational       Public Service Announcement  
 Other as specified: \_\_\_\_\_

**Please identify any equipment or props that may be present at your shooting locations:**

- Generator       Light       Crane       Track       Dolly  
 Water Truck       Camera Car       Rig (Stills)       Large Prop       Set Design  
 Special Effects/Stunts       Other as specified: \_\_\_\_\_

**Use the space below to itemize anticipated additional services:**

- Police (Two weeks' notice required)       Water Permit       Fire Use Permit  
 Fireworks or Explosives       Lane Closure       Temporary Structure Permit  
 Request for Use of Public Parking

Personnel	# of People
CAST	
EXTRAS	
CREW	
<b>TOAL</b>	

Administration	Qty/ Date of use:	Qty/ Date of use:	Qty/ Date of use:
Staff Vehicles			
Trucks, Buses, Motorhomes, Trailers			
Barricades			
Parking Lots			
Public Safety Officers			
Other			

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## TOWN OF SULLIVAN'S ISLAND FILM PERMIT APPLICATION

### Location Details:

<b>LOCATION ONE:</b>
<b>Type of Location (check one):</b> <input type="checkbox"/> Private Property <input type="checkbox"/> Town Parks <input type="checkbox"/> Town street, Town Facility, or a Public Right-of-way
<b>Narrative of Activities (Please attach additional information as necessary):</b>
<b>Location Address:</b>
<b>Public access to location:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Location One Dates and Times:	Date (s):	Time (s):
<b>Activity Type:</b>		
<b>Prep:</b>		
<b>Filming:</b>		
<b>Strike:</b>		
<b>Hold:</b>		
<b>Other (Specify):</b>		



## TOWN OF SULLIVAN'S ISLAND FILM PERMIT APPLICATION

### Location Details:

<b>LOCATION TWO:</b>	
<b>Type of Location (check one):</b>	
<input type="checkbox"/> Private Property	<input type="checkbox"/> Town Parks <input type="checkbox"/> Town street, Town Facility, or a Public Right-of-way
<b>Narrative of Activities (Please attach additional information as necessary):</b>	
<b>Location Address:</b>	
<b>Public access to location:</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Location two Dates and Times:</b>	<b>Date (s):</b>	<b>Time (s):</b>
<b>Activity Type:</b>		
<b>Prep:</b>		
<b>Filming:</b>		
<b>Strike:</b>		
<b>Hold:</b>		
<b>Other (Specify):</b>		



### TOWN OF SULLIVAN'S ISLAND FILM PERMIT APPLICATION

**Location Details:**

<b>LOCATION THREE:</b>
<b>Type of Location (check one):</b> <input type="checkbox"/> Private Property <input type="checkbox"/> Town Parks <input type="checkbox"/> Town street, Town Facility, or a Public Right-of-way
<b>Narrative of Activities (Please attach additional information as necessary):</b>  
<b>Location Address:</b>  
<b>Public access to location:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Location two Dates and Times:	Date (s):	Time (s):
<b>Activity Type:</b>		
<b>Prep:</b>		
<b>Filming:</b>		
<b>Strike:</b>		
<b>Hold:</b>		
<b>Other (Specify):</b>		

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### Location Details:

<b>LOCATION FOUR:</b>
<b>Type of Location (check one):</b> <input type="checkbox"/> Private Property <input type="checkbox"/> Town Parks <input type="checkbox"/> Town street, Town Facility, or a Public Right-of-way
<b>Narrative of Activities (Please attach additional information as necessary):</b>
<b>Location Address:</b>
<b>Public access to location:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Location two Dates and Times:	Date (s):	Time (s):
<b>Activity Type:</b>		
<b>Prep:</b>		
<b>Filming:</b>		
<b>Strike:</b>		
<b>Hold:</b>		
<b>Other (Specify):</b>		



## TOWN OF SULLIVAN'S ISLAND FILMING LICENSE AND PERMIT FEES WORKSHEET

\*\*\*COMPLETION BY TOWN STAFF ONLY\*\*\*

Permit Review: \$50.00

Business License: \_\_\_\_\_ Gross Project Expense: \_\_\_\_\_  
 (\$100.00 or \$200.00 for \$0-2,000; \$3.50 or \$7.00 per 1,000 thereafter)

Per Day Permit Fee:	Number of Days	
A. Low Impact (Extra and Crew up to 15) Strike and Prep	\$200x _____	_____
	\$100x _____	_____
B. Medium Impact (Extra and Crew 16 to 50) Strike and Prep	\$600x _____	_____
	\$300x _____	_____
C. High Impact (Extra and Crew over 50) Strike and Prep	\$800x _____	_____
	\$350x _____	_____

### Property Use:

A. Vacant Town Lots (Requires hold harmless; Property Use Agreement and Insurance Certificate)	\$1,000x _____	_____
B. Safety Barricades      # Sections		
_____	\$25x _____	_____
C. C: Safety Codes      # Cones		
_____	\$5x _____	_____
D. D: Police with Vehicle      # Hours		
_____	\$60/hour x _____	_____
E. Miscellaneous		_____
F. Total Amount due:		_____

\_\_\_\_\_  
 (Approved or denied)

\_\_\_\_\_  
 (Signature and date)

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