

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:

Permits/Certificates

CODE NUMBER:

AC-8-2

TITLE:

Providing for Rules of Procedure to Obtain a Motion Picture/Television Permit to Use Public Property in Lee County, Florida

ADOPTED:

2/2/88

AMENDED:

10/14/92 11/9/94

ORIGINATING DEPARTMENT:

Economic Development/Film Liaison

PURPOSE/SCOPE:

To establish rules of procedure for permitting requests of the motion picture and television industry for projects pertaining to motion picture and television production (including commercial advertising) on public property in Lee County; to establish an official government liaison office to coordinate filming locations and the permitting process.

(Lee County will not be involved with nor permit events to be held entirely on private property unless the event is subject to Lee County's special event ordinance; the applicant shall be responsible for making all arrangements in those instances.)

POLICY/PROCEDURE:

1. The Film Liaison, P.O. Box 398, Fort Myers, FL 33902-0398, will be the official liaison on requests for filming productions on public property in Lee County, and inquiries pertaining to locations and permitting should be referred to that office.
2. The applicant shall complete the application provided by Lee County (available in the Film Office), and return to the Film Liaison with all requested documentation. To avoid delays, the applicant should plan to work as far in advance as possible.
3. A properly executed, original, hand-signed certificate(s) of insurance shall be on file with the Film Office, with a copy on file and approved by Lee County Risk Management prior to the issuance of the permit. The certificate(s) shall indicate all the required coverages, limits, and conditions as determined by Lee County Risk Management upon analysis of the perceived risk and exposures. The certificate of insurance SHALL name the Board of Lee County Commissioners as "additional insured".

4. Upon receipt of the completed application, the Film Liaison will coordinate the proposed project with affected agencies in the County which could include, but is not limited to, the following:

Mayors of the Municipalities
Police Chiefs of the Municipalities
Chief Manager/Administrator of the Municipalities
Fire Department serving the area where the event is to be held
Florida Department of Transportation (if State property is used)
Lee County Offices:

Department of Community Development
Division of Environmental Sciences
Visitor and Convention Bureau
Department of Transportation
Division of Public Parks & Recreation
Division of Public Safety
Risk Management
Sheriff's Department

5. If deemed appropriate, the Film Liaison may call a meeting with representatives from the agencies listed above to review the application. The applicant will be notified immediately of any additional documentation or information that may be required by the reviewing agencies.
6. Upon approval of the permit by the Film Liaison, the applicant will be notified immediately and a copy of the permit will be forwarded.
7. On the day(s) of the filming, an authorized representative of the production company will coordinate all activities with the Film Liaison.