



**ROY COOPER**  
*Governor*

**D. REID WILSON**  
*Secretary*

## FILM PERMIT APPLICATION

All production companies or individuals desiring to film and/or record at a Department of Natural and Cultural Resources facility must obtain a written permit from the facility director. The facility requires a minimum of 15 days to process permit applications. This application must be completed in full and submitted prior to the film in order for the facility to execute a Film Facilities Use Agreement and the issue of a permit.

The facility director will review the completed application and make a determination whether to approve or deny the request. A reasonable effort will be made to cooperate with all legitimate projects. The facility director will not approve any application if the facility director determines:

- a) There is a likelihood of damage to the site or its resources;
- b) There would be an unreasonable disruption of the public's use and enjoyment of the site; or
- c) The activity poses health or safety risks to the public.

The facility director will inform the unsuccessful applicant in writing of the decision to deny the application.

The Department of Natural and Cultural Resources does not charge a fee for use of its buildings and lands for the production of a motion picture or recording, but the agency reserves the right to recoup costs incurred and lost revenue as a result of production activities on state property.

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

Primary Contact: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Production Information**

Producer Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

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

Type of Production:

- Feature Film
- Television Production
- Commercial
- Photography
- Short Film
- Corporate Production
- Other Video
- Audio Recording

Description of scenes to be filmed (additional sheets may be attached): \_\_\_\_\_

**Location Information**

Site Name: \_\_\_\_\_ County: \_\_\_\_\_

Exact location(s) within state-owned property: \_\_\_\_\_

Date first property use will begin: \_\_\_\_\_

Anticipated filming production at state location (additional sheets may be attached): \_\_\_\_\_

Anticipated hours of operation for filming production (specify times): \_\_\_\_\_

Date property use will end (i.e., date vacated by all equipment and crew): \_\_\_\_\_

Restoration of property is to be completed by (name of staff or company): \_\_\_\_\_

Power requirements and type of power supply to be used: \_\_\_\_\_

Anticipated number of people on location during production hours: \_\_\_\_\_

Anticipated resources/equipment to be brought on property during production (owned/leased/rented by company): \_\_\_\_\_

Anticipated need for other state resources (traffic direction, law enforcement, utilities, etc.): \_\_\_\_\_

**Number of Vehicles at Location**

Trucks: \_\_\_\_\_ Cars: \_\_\_\_\_ Vans: \_\_\_\_\_

Caterer: \_\_\_\_\_ Motor homes: \_\_\_\_\_ Generator: \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_