



Guide to Film Production in St. Bernard

Welcome to St. Bernard Parish. New Orleans Most Historic Neighbor

PROCEDURES FOR FILMING PERMIT APPLICATION

The Film Permit is issued by St. Bernard Parish Film as a prerequisite for all other permitting. Please submit the following documents:

- Filming Application located at (<https://www.sbpbg.net/tourism>)
- An insurance certificate submitted to sbradbury@sbpg.net
- Copy of guidelines signed by Production personnel
- Confirmed location list and shooting

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Levels of Film Impact Definitions and Production Responsibility

Levels of film impact are determined on a location-by-location basis and are described below.

A. **General Film Activity** is defined as:

- No discernible interruption of pedestrian traffic
- No interruption of vehicular traffic
- No permitted parking on parish streets
- No activity outlined below in B, C, and D

B. **Low Impact Filming** is defined as:

- No discernible interruption of pedestrian traffic
- Minimal impact on normal business or residential activities
- Limited **permitted parking on parish streets**

C. **Medium Impact Filming** is defined as:

- The use of simulated gunfire
- The administration of street closures for 1-3 film working days at one location
- Film activity conducted over night time hours
- Permitted parking on parish streets of no more than **4 blocks**



D. **High Impact Filming** is defined as:

- Film activity that exceeds more than five (5) continuous film working days at one location
- High speed car chases or crashes
- Use of pyrotechnics or explosives
- Use of low flying aircraft
- Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity
- Activity that requires bus and transit re-route planning
- Limited permitted parking on parish streets of no more than **8 blocks**

All low, medium and high impact film projects may be required to participate in a **Parish Coordination Meeting**. This meeting is an opportunity for your production to engage in a one-on-one consulting session with Parish entities such as Parish Administration and Council, St. Bernard Parish Sheriff's Office and Fire Department and to troubleshoot any logistical issues that may arise. At this meeting your *Location Manager* will present a production packet containing your location schedule and any "NO PARKING" or street closure requests. At this time, community notification procedures will also be discussed after public impact is assessed.

Projects designated as "General Filming" will receive a *Film Permit* once the above requirements are met but may not be required to participate in a *Parish Coordination Meeting*.

Please provide a copy of your crew and vendor list at this time.

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Parish Coordination Team Meetings

Agencies that may be present at Parish Coordination Meetings:

- St. Bernard Fire Department
- EMS (for stunts)
- Law Enforcement
- Traffic Division (Department of and Sheriff's Office)
- Parish Administration
- Parish Council
- Economic Development
- Parks and Parkways (if activity is planned)
- Any other applicable Parish office or entity



What your production packet should include (Bring enough copies for all attendees):

- Overall calendar for the duration of your shoot detailing location and physical address for each day.
- A sample flyer for neighborhood notification, if applicable.
- Arrangements for garbage/trash pick-up after the shoot.
- All street and lane closure requests must be reviewed and coordinated.
- A detailed schematic for each location in St. Bernard Parish should include:
 - Symbol identifying each location
 - Name of location
 - Physical address of location
 - Whether you are filming interior/exterior, or both
 - The location of your base camp and crew parking
 - Times of Activity
 - Arrival of trucks, call time, filming time, departure of trucks
 - Special requests - Traffic Control or street closure
 - Parking Requests (Streets and block numbers should be clearly marked. Please note one-way streets)
 - Areas requested "Cleared for shot" should be marked
 - Areas requested for the parking of essential vehicles should be marked
 - A list of block numbers being requested

At the conclusion of the *Parish Coordination Meeting*, in accordance with approval of proposed activity, a Film Permit will be given once it is determined that:

- (1) Proposed activities will not unduly disrupt neighboring residents and/or Businesses;
- (2) An approved certificate of insurance is on file; and,
- (3) The office has received a signed copy of the guidelines.

3 **Neighborhood Notification**

Film productions are responsible for communicating with the Parish, residents and businesses to ensure the public is aware of "NO PARKING" requests, street closures, special effects and any other production activity. Advance notification of the planned activity must be communicated through fliers distributed in the impacted area to inform residents and businesses of your production activity. The fliers are the primary notification for residents and must be distributed 72 to 48 hours prior to your activity. Fliers must include the following information:



- Production Identification (name or alias)
- Accurate date and times of filming
- Blocks affected by "no parking" restrictions including prep, film and wrap days
- Description of filming activities including specifics regarding lights, noise or Special effects
- Local production office number, production cell, and/or location manager's cell number
- Contact information for St. Bernard Parish Government

Filming in Parish Neighborhoods: Only essential equipment and working vehicles can be parked on location. All other vehicles including crew and extra vehicles (unless picture cars) must be parked off site in a production company secured parking site (base camp). ALL trucks over 31 feet must be parked in base camp unless previously cleared in the *Parish Coordination Meeting*.

Please be aware of the following:

- Production vehicles must obey all parking laws (Please see the "Parking Restrictions" section below.)
- Special effects that may cause concern (sirens, stunts, gunshots, speeding cars, controlled fire, smoke, flashing lights, or other loud noises) must be cleared in advance in the *Parish Coordination Meeting*.
- Working trucks are not permitted to enter a neighborhood before 5:00 A.M. Without prior written consent from St. Bernard Parish Government.
- Pedestrian traffic must be maintained at all times unless previously approved by St. Bernard Parish Government.
- Some neighborhood associations may have additional considerations.

4 **During the shoot**

- Be sensitive and work to find resolutions with neighborhood concerns.
- Do not block shop entrances, buildings, or driveways without property owner permission.
- Be "good neighbors" to ensure that future productions are welcomed back. Please remember that your set is someone's home, business or neighborhood.

After the shoot

- Garbage and trash cannot be left on the streets for regular Parish pick-up.



- "NO PARKING" and directional signs *must* be removed when they are no longer needed. Signs left after the production wrap date will be removed and the production may be fined.

Street Closures & Parking

- All street and lane closure requests must be reviewed in the Parish Coordinating Meeting
- Closures must adhere to all City ordinances for signage and detour plans to ensure the safety of the public.
- Law enforcement personnel must approved street closures.
- Production Assistants or other crewmembers cannot control vehicular traffic.
- All parking and street closure permits must be obtained in sufficient time to allow for the required 24 hour advance posting of "NO PARKING" signs. Should you not have a 24-hour prior posting period, vehicles may park in existing available parking.
- Special requests or conditions may be attached to a permit to ensure minimal danger to the health and safety of persons, undue disruption to neighboring residents and/or businesses and traffic congestion. Such request and conditions will be reviewed at the Parish Coordinating meeting by all parties and assessed on a case-by-case basis.
- Street closures are not granted during the morning and evening "rush" hours (7am - gam and 4pm - 6pm). Exceptions may be requested and will be considered on a case-by-case basis.
- Parking signs posting and removal is the responsibility of the production company, Signs must indicate the date and hours included in the parking restrictions, production name/alias and contact telephone number

An Important note about Rain Cover Sets

In the event of rain on a scheduled exterior shoot, cover sets should meet the above guidelines and will be discussed on a case-by-case basis. In particular, should you not meet the required 24-hour prior posting period, vehicles must park in available legal parking.



Please review the following information regarding parking restrictions. These restrictions are to be followed and will be enforced in ALL circumstances. Many of these restrictions are in place to ensure emergency vehicle access and safe driving conditions. There is "NO PARKING" allowed in the following area:

- (1) Within FIFTEEN FEET of a FIRE HYDRANT
- (2) Within TWENTY FEET of an INTERSECTION
- (3) Within TWENTY FEET upon the approach to any STOP SIGN, flashing beacon, yield sign or traffic control signal located at the side of a roadway
- (4) Within TWENTY FEET of the entrance to a fire station
- (5) On a sidewalk
- (6) Within THREE FEET of a public or private driveway, wheelchair ramp or bicycle ramp
- (7) Within an intersection
- (8) On a crosswalk
- (9) Within FIFTY FEET of a railroad crossing
- (10) Alongside or opposite any street excavation when stopping, standing or parking would block traffic
- (11) Alongside or on a neutral ground
- (12) Any place where parking will block a traffic control device

** Please note: Distance should be calculated to include any truck gates or trailers. Parking is also prohibited without prior content from the Parish Coordination Team and the agencies listed below:

- (1) Freight Zones (Community Development/Department of Public Works)
- (2) Cab Stands (Community Development)
- (3) St. Bernard Urban and Rural Transit stops (SBURT)
- (4) Hotel Passenger Zones (XXX)
- (5) Traffic Lanes (without street closure permit and appropriate detour plan) (Department of Public Works)

- No Permits will be given for designated HANDICAPPED PARKING
- No vehicle may stop or park in a signed parking space for persons with disabilities except a vehicle with a handicapped license plate or disabled veterans license plate.
- **No Parking in Enforcement Zones.** No vehicle may stop or park in this zone without being identified as belonging in this zone.



A separate *Location Agreement* is required for permission to enter upon and use Parish owned property for the purposes of photographing and recording on the premises.

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Acknowledgement of Guidelines

Thank you in advance for your cooperation and assistance in accordance with these guidelines. We look forward to working with you to make your production experience a positive one. The adherence to these guidelines will benefit filmmakers and protect the quality of life of our citizens, and ensure the success of the film industry in the coming years. Your signature below acknowledges that you have read and agree to comply with the requirements and ordinances set forth in this Guide.

Please sign and return to St. Bernard Parish Government

Production Company: _____

Producer: _____

Location Manager: _____

Local Transportation Captain: _____

Date: _____

PLEASE help ensure filmmaking in St. Bernard Parish is a positive experience for all.