



CITY OF SANDY SPRINGS
FILM, TELEVISION, & MOVIE PERMIT GUIDELINES

These guidelines should be followed by any individual or company interested in film, television, or movie production on property in the City of Sandy Springs. The guidelines are subject to change and may be enforced as stipulations of a film permit.

1. Request permission to use property for film production or photography at least 96 hours in advance of production. Minimum processing time for film and movie permits is 48 hours; however, depending on the type and intensity of the production processing time may take longer.
2. Please complete the film permit request through the Revenue Department at 7840 Roswell Road, Building 500, Sandy Springs, GA 30350.
3. Contact affected business and property owners and obtain their permission to use surrounding property. Written notification must be provided to surrounding property owners and written approval from property owners must be obtained and provided with application package when private property is being used. Compensation may be necessary if business and home environments are greatly disrupted.
4. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
5. The City of Sandy Springs logo may not be included in the film without written permission from the City of Sandy Springs.
6. If streets are to be blocked or traffic disrupted in any manner, Sandy Springs police officers must be scheduled at a minimum of three hours per day. This arrangement can be made through Lieutenant Steve Rose of the Sandy Springs Police Department at 770-551-6927. Written notification to property owners affected by any blocked public roadway must be provided at least 48 hours prior to the film production.
7. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Sandy Springs as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Sandy Springs as additional insured.
8. The City shall require the production company to have a copy of the permit on site at all times.
9. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works.
10. Emergency vehicle access shall be maintained at all times. **EMS personnel are required on-site for productions with stunts being performed.**
11. **The Sandy Springs Fire Marshal shall have full access to any film production to ensure safety for crew members, the public, and surrounding properties.**
12. If food will be prepared on site for the film production, the Fulton County Department of Environmental Health must be contacted for approval. Catered and/or pre-packaged food is not subject to this provision. This approval may take up to three (3) weeks in addition to the City's review/processing time.

PERMIT FEES

Permit Fees:	\$100 per day
Sanitation Bond:	\$500
Off-Duty Police Officers:	\$55 per hour (minimum 3 hours)

City of Sandy Springs Application for Film, Television, & Movie Permit

Project Title: _____

Production Company: _____

Permanent Company Address: _____

Permanent Company Telephone: _____

Local Address: _____

Local Phone: _____ Fax: _____

Producer: _____

Production Manager: _____

Location Production Office: _____

Phone: _____ Fax: _____

Location Manager (24-hour contact): _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

This project is (check one):

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Public Service | <input type="checkbox"/> Other as specified: _____ |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Announcement | _____ |
| <input type="checkbox"/> TV Movie | <input type="checkbox"/> Corporate Video | _____ |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Commercial | _____ |
| | <input type="checkbox"/> TV Series or Pilot | _____ |

Services Required:

- | | |
|--|--|
| <input type="checkbox"/> City Police | <input type="checkbox"/> Hospitality (hotel/catering accommodations) |
| <input type="checkbox"/> City Parks | <input type="checkbox"/> Fulton County Environmental Health (on site food service) |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sanitation/cleanup | _____ |
| <input type="checkbox"/> Public Works/Transportation | _____ |

Proposed Filming Location:

So we may gauge the impact of this production, please describe the location you propose to use. Provide a simple diagram labeling streets, cross streets and/or alleys to be used. Indicate ALL streets/walks subject to closure or traffic/pedestrian control. For multiple locations, please copy form.

Location: _____

Date(s): _____ Time(s): _____

Size of crew: _____

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Site Plan:

Please attach a site plan of the location including the location of any structures to be used, access points, parking, signage, etc.

Parking:

Describe proposed parking staging area including catering and equipment placement. Include all public parking areas to be occupied by production vehicles. Written notification must be provided to surrounding property owners and written approval from property owners must be obtained and provided with application package when private property is being used.

Signage:

The City of Sandy Springs has a strict sign ordinance. Signs associated with film productions may not exceed thirty-two (32) square feet in size. Please indicate any signage that you will be placing in the City of Sandy Springs including signage directing crew to the site, the dates the signs will be posted, and when will they be removed. All signage must be removed by film production crew and contact name, number, and e-mail must be provided for crew member responsible for removal.

Name: _____
Cell: _____
E-mail: _____

Tents:

Tent permits are required by 2006 International Fire Code, Section 105.6.43 for all temporary membrane structure or tent having an area in excess of 200 square feet or canopy in excess of 400 square feet. An inspection shall be required before the tent is occupied. The following is the list of requirements:

1. The site plan shall show:
 - a. Dimensions of the tent(s).
 - b. Show a fire lane on one side of the tent.
 - c. The location of nearest fire hydrant.
 - d. Location of nearest vehicle parking with distance specified.
 - e. The location of the nearest building with the distance specified.
 - f. The planned layout under the tent(s); exit path widths, seating, display items, etc.
 - g. The location of the fire extinguisher for the tent.

2. A note shall be on the submitted plans stating "NO SMOKING" sign shall be posted on site.

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3. A note shall be on the submitted plans stating, no smoking, no fireworks, no open flame devices or fire will be used within the tent / canopy.
4. A note on the submitted plans stating a 2A-10BC Fire Extinguisher will be provided at the site.
5. A certificate of flame-retardant treatment by an acceptable testing laboratory shall be provided.
6. An approved site plan shall be kept at the site and available for the inspector when the tent inspection is conducted.

Permit to be issued by the City of Sandy Springs		
Contact: Revenue Department 7840 Roswell Road Bldg 500 Phone: 770-730-5600 Fax: 770-206-2576		
Make check payable to: City of Sandy Springs Film Permit Fee: \$100 per day		
Received:		
	Staff	Date
<input type="checkbox"/> Sanitation Bond of \$500 received (required if on Public Property) <input type="checkbox"/> Proof of Comprehensive Liability Insurance (with City listed as additional insured)		
Applicant's Authorized Agent (24-hour contact): _____		
	Signature	Date
City Film Coordinator Approval (staff use only): _____		
	Signature	Date

IMPORTANT CONTACTS FOR DAY OF FILMING

Office	Contact Name	Contact Number
City of Sandy Springs (Main: 770-730-5600)		
Director of Community Development	Blake Dettwiler	770-206-1570
Director of Public Works	Tom Black	770-206-2574
Hospitality Department	Kym Hughes	770-206-1436
Media & Communications Department	Tisa Moore	770-206-1473
Police Department	Steve Rose	770-551-6927
Fire Marshal	Jeff Scarbrough	770-206-2077
Other Agencies		
State Fire Marshal	Chris Stevens	404-656-7087
Fulton County Department of Environmental Health	Edward S. Smith	404-332-1808
Rural Metro	Christine Hill	678-410-9729

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Sandy Springs, Georgia, Code of Ordinances >> Subpart A - GENERAL ORDINANCES >> Chapter 38 - OFFENSES AND MISCELLANEOUS PROVISIONS >> ARTICLE III. - OFFENSES INVOLVING PUBLIC PEACE, ORDER AND SAFETY >> DIVISION 2. - NOISE >>

DIVISION 2. - NOISE

- [Sec. 38-81. - Purpose and intent.](#)
- [Sec. 38-82. - Enforcement officers.](#)
- [Sec. 38-83. - Duties and responsibilities of other departments.](#)
- [Sec. 38-84. - Enforcement procedures.](#)
- [Sec. 38-85. - Sound measurement and reporting.](#)
- [Sec. 38-86. - Variances.](#)
- [Sec. 38-87. - Prohibited noises.](#)
- [Secs. 38-88—38-117. - Reserved.](#)

Sec. 38-81. - Purpose and intent.

- (a) Excessive sound is a serious hazard to the public health, welfare, safety, and the quality of life, and a substantial body of science and technology exists by which excessive sound may be substantially abated, and the people have a right to, and should be ensured an environment free from excessive sound.
- (b) In order to ensure attractive residential and commercial areas, it is necessary that an audibly satisfying environment be maintained. It is the policy of the council to prevent excessive sound that may jeopardize the health, welfare, or safety of the citizens or degrade the quality of life. The city is more likely to attract permanent residents and commercial enterprises if it controls and maintains appropriate noise quality and the residents will ultimately gain financial improvements and protection in their quality of life as a result of these regulations.
- (c) This division shall apply to the control of sound originating from sources within the limits of the city.
(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 1), 2-6-2007)

Sec. 38-82. - Enforcement officers.

- (a) The provisions of this division shall be enforced by the code enforcement officers and/or the police officers of the city.
- (b) The director of the department of community development, or his designee, and the chief of police, or his designee, shall have the power to:
 - (1) Coordinate the noise control activities of all municipal departments and cooperate with all other public bodies and agencies to the extent practicable;
 - (2) Review the actions of other municipal departments and advise such departments to the effect, if any, of such actions on noise control;
 - (3) Review public and private projects, subject to mandatory review or approval by other departments or boards, for compliance with this division; and
 - (4) Grant permits for variances according to the provisions of section 38-86 .
- (c) A code enforcement officer or police officer shall be qualified to enforce the provisions of this article if he has satisfactorily completed any of the following:
 - (1) An instructional program in community noise from a certified noise control engineer, as evidenced by certification from the Institute of Noise Control Engineering (INCE);
 - (2) An instructional program in community noise from another qualified code enforcement officer or police officer; or
 - (3) Education or experience or a combination thereof certified by the director of the department of community development or the chief of police as equivalent to the provisions of subsections (c)(1) or (2) of this section.
- (d) Noise measurements taken by a code enforcement officer or police officer shall be taken in accordance with the procedures specified in section 38-85.

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(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 2), 2-6-2007)

Sec. 38-83. - Duties and responsibilities of other departments.

- (a) All departments and agencies of the municipality shall carry out their programs according to law and shall cooperate with the director of the department of community development and the chief of police in the implementation and enforcement of this division.
- (b) All departments charged with new projects or changes to existing projects that may result in the production of noise shall consult with the director of the department of community development and the chief of police, prior to the approval of such projects, to ensure that such activities comply with the provisions of this division.

(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 3), 2-6-2007)

Sec. 38-84. - Enforcement procedures.

- (a) Upon occurrence of a violation of this section, code enforcement officers or police officers having jurisdiction in the area where the violation takes place may issue a citation or summons for the violation returnable to the municipal court of the city.
- (b) In lieu of issuing a citation or summons the director of the department of community development and chief of police may issue an order requiring abatement of any sound source alleged to be in violation of this division within a reasonable time period and according to guidelines that the director or chief may prescribe.
- (c) No provision of this division shall be construed to impair any common law or statutory cause of action, or legal remedy therefrom, of any person for injury or damage arising from any violation of this division or from other law.

(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 7), 2-6-2007)

Sec. 38-85. - Sound measurement and reporting.

The standards to be considered and reported in determining whether a violation of this article has occurred may include, but not limited by, the following:

- (1) Origin of the noise (natural or manmade);
- (2) Proximity of noise to residential areas;
- (3) Zoning and use of the area from which the noise emanates;
- (4) Zoning and use of the area where noise is audible;
- (5) Time of day or night the noise occurs;
- (6) Duration of the noise.

(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 5), 2-6-2007)

Sec. 38-86. - Variances.

- (a) Variances to the provisions contained in this article may be requested, in writing, at least 48-hours prior to the proposed operation or event, for consideration by the director of the department of community development and the chief of police. Such a request shall state the following:

- (1) The reasons that variances from the provisions of this article are needed.
- (2) The impact that the denial of this request will have on the applicant's project or event and the surrounding properties.
- (3) The steps which have been taken by the applicant to communicate those needs and impacts to owners of surrounding and nearby properties.
- (4) The steps that have or will be taken to limit the impact of the proposed activity upon surrounding and nearby properties.

- (b) No variance shall be approved unless the applicant presents adequate proof that:

- (1)

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- Noise levels occurring during the period of the variance will not constitute a danger to public health; and
- (2) Compliance with the division would impose an unreasonable hardship on the applicant with equal or greater benefits to the public.
- (c) In making the determination of granting a variance, the director of the department of community development and the chief of police shall consider the following:
- (1) The character and degree of injury to, or interference with, the health and welfare or the reasonable use of the property that is caused or threatened to be caused;
- (2) The social and economic value of the activity for which the variance is sought; and
- (3) The ability of the applicant to apply the best practical noise control measures.
- (d) If the director of the department of community development and the chief of police find that the variance application adequately demonstrates the need for a variation from the provisions of this article and adequately provides for the amelioration of the impact upon surrounding and nearby properties, permission shall be granted for one variation within one 24 hour period. If no complaints are received by the director or the chief of police regarding noise associated with the applicant's activities, the director and the chief may grant for that project or event one additional variation in any 24-hour period.
- (e) The permit of variance may be revoked by the director of the department of community development and the chief of police if the terms of the permit of variance are violated. A variance may be revoked if there is a:
- (1) Violation of one or more conditions of the variance;
- (2) Material misrepresentation of fact in the variance application; or
- (3) Material change in any of the circumstances relied on in granting the variance.

(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 6), 2-6-2007)

Sec. 38-87. - Prohibited noises.

- (a) *Noises considered loud or disturbing to health deemed nuisance.* It shall be unlawful for any person to make, continue, or cause to be made or continued any loud, unnecessary, or unusual noise, or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others in the city.
- (b) *Acts declared violations.* The following acts are declared to be loud, disturbing, and unnecessary noise in violation of this section, but this enumeration shall not be deemed to be exclusive:
- (1) *Horns, signaling devices.* The sounding of any horn or signaling device on any automobile, motorcycle, or other vehicle on any street or public place in the city except as a danger warning, the creation of any unreasonably loud or harsh sound by means of any signaling device and the sounding of any device for an unnecessary and unreasonable period of time, the use of any signaling device except one operated by hand or electricity; the use of any horn, whistle or other device operated by engine exhaust, and the use of any signaling device when traffic is for any reason held up.
- (2) *Radios, phonographs and similar devices.* The playing, using or operating, or permitting to be played, used, or operated, of any radio receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in a manner as to disturb the peace, quiet, and comfort of the neighboring inhabitants or at any time with a volume louder than necessary for the convenient hearing of the person who is in the room, vehicle, or chamber, in which the machine or device is operated, and who is a voluntary listener thereto. The operation of any set, instrument, phonograph, machine, or device between the hours of 11:00 p.m. and 7:00 a.m. on weekdays and between the hours of 12:00 a.m. and 7:00 a.m. on weekends and holidays when the audibility of the prohibited noise is measured from property line of adjacent properties or the public right-of-way of the property shall be prima facie evidence of a violation of this section.

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(3)

Loudspeakers and amplifiers for advertising. The playing, using or operating, or permitting to be played, used, or operated, of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

(4)

Yelling, shouting, hooting, whistling, or singing. Yelling, shouting, hooting, whistling, or singing on the public streets, particularly between the hours of 11:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, dwelling, hotel, or other type of residence or of any person in the vicinity.

(5)

Animals and birds. The keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any person in the vicinity.

(6)

Steam whistles. The blowing of any steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of fire or danger or upon request of proper city authorities.

(7)

Exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine or motorboat except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

(8)

Defect in vehicle or load. The use of any automobile, motorcycle, or vehicle so out of repair, so loaded, or in a manner as to create loud and unnecessary grating, grinding, rattling, or other noise.

(9)

Loading, unloading and opening boxes. The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates, and containers.

(10)

Construction or repair.

a.

Construction of any type, including, but not limited to, the erection (including excavation), demolition, alteration, or repair of any building, as well as the operation of any pile driver, steam shovel, pneumatic hammer, derrick, stream or electric hoist, automatic nailers or staplers, or any similar equipment attended by loud or unusual noise, shall be prohibited during the following times:
Before 7:30 a.m. or after 7:30 p.m. on weekdays, and before 8:00 a.m. or after 5:00 p.m. on Saturdays, and at any time on Sundays and/or legal holidays (New Years Day (observed), Memorial Day (observed), Independence Day (observed), Labor Day (observed), Thanksgiving Day and Christmas Day (observed)).

b.

Landscape contractor using any type of motorized mowers or mechanical blowers and other equipment which create loud and excessive noise shall be prohibited, during the following times:
Before 7:30 a.m. or after 7:30 p.m. on weekdays, and before 8:00 a.m. or after 5:00 p.m. on Saturdays, and at any time on Sundays and/or legal holidays (New Years Day (observed), Memorial Day (observed), Independence Day (observed), Labor Day (observed), Thanksgiving Day and Christmas Day (observed)).

(11)

Schools, courts, places of worship and hospitals. The creation of any excessive noise on any street adjacent to any school, institution of learning, place of worship, or court, while in use, or adjacent to any hospital which unreasonably interferes with the normal operation of that institution, or which disturbs or unduly annoys patients in the hospital, provided that conspicuous signs are displayed in those streets indicating a school, hospital, or court street.

(12)

Hawkers, peddlers and vendors. The shouting and crying of peddlers, hawkers, and vendors which disturb the peace and quiet of the neighborhood.

(13)

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- (14) *Noise to attract attention.* The use of any drum or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show, or sale.
- (15) *Transportation of metal rails, similar materials.* The transportation of rails, pillars, or columns of iron, steel, or other material over and along streets and other public places so as to cause loud noises or as to disturb the peace and quiet of those streets or other public places.
- (16) *Blowers.* The operation of any noise-creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from the blower or fan is muffled and the engine is equipped with a muffler device sufficient to deaden the noise.
- (16) *Sound trucks.* The use of mechanical loudspeakers or amplifiers on trucks or other moving or standing vehicles for advertising or other commercial purposes. The use of sound trucks for noncommercial purposes during hours and in places and with volume as would constitute this use as a public nuisance, provided that the provisions of this section shall not apply to or be enforced against:
- a. Any vehicle of the city while engaged in necessary public business;
 - b. Excavations or repairs of streets by or on behalf of the city, county, or state at night when the public welfare and convenience renders it impossible to perform such work during the day; or
 - c. The reasonable use of amplifiers or loudspeakers in the course of public addresses which are noncommercial in character.

(Ord. No. 2007-02-11, § 1(ch. 12, art. 6, § 4), 2-6-2007; Ord. No. 2007-12-74, § 1, 12-18-2007)

Secs. 38-88—38-117. - Reserved.

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