

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FILM & TELEVISION COMMISSION/ADMINISTRATION

**SUBJECT: POLICIES AND PROCEDURES FOR FILM & TELEVISION
COMMISSION**

PPM #: CW-O-031

ISSUE DATE
April 26, 2021

EFFECTIVE DATE
April 26, 2021

PURPOSE:

To establish a unified and streamlined system for reviewing and approving filmmakers and students requests to film/shoot in Palm Beach County. The commonly known term throughout the film industry is One-Stop Permitting.

UPDATES:

Future updates to this PPM are the responsibility of the Film Commissioner and County Administration.

AUTHORITY:

PBC Code, Section 17-116 (b) (1) d, as may be amended
Board of County Commissioners Motion 8B-1 dated February 28, 1989.

GUIDELINES:

1. Each County department will appoint one of its staff members and an alternate to coordinate any film requests with the Film & Television Commission (FTC).
2. Each County department shall maintain its right to approve a request from the FTC, especially when matters of public safety are involved. The film request must be handled within three business days, unless circumstances prohibit.
3. The FTC will require and hold an insurance certificate issued to the filmmakers or in the case of a student, the School Districts/ Private and/or Charter School. Insurance coverage for a participating school would fall under the current state statute required for each school. (Florida Statute, Section 768.28)
4. The FTC will process the appropriate uniform County film application as approved by the County Attorney, Risk Management and Contract Administration. Departmental authorization can be made by telephone to the FTC. An application must be verified and

approved by a qualified representative of the FTC.

5. The Film Commissioner is available 24 hours a day and will be immediately notified whenever a problem or conflict arises between a filmmaker/student filmmaker and any County agency. Contact the FTC at 233-1000 from 8:30 - 5:00 Monday through Friday. After 5:00 p.m. and weekends, contact the Film Commissioner by cell phone by calling the 24 hour phone service.
6. All fees charged by Palm Beach County to applicants/students for services rendered by the County shall be for actual expenses representing personnel time, out-of-pocket expenses and other actual costs not normally incurred in daily operations.
7. Each department will collect all appropriate payments for services from the applicant/student or the respective school.

PROCEDURES:

1. All filmmakers/students requests for filming will be processed through the FTC.
2. All appropriate department coordinators will be contacted by the FTC if a shooting request involves that particular department.
3. Each department will schedule the filming/shooting and confirm the request by phone, unless the film request is unusually complicated. Estimated expense and details should be specified.
4. More detailed filming/shooting requests can be handled in a joint meeting between the affected departments and the filmmaker's representative and/or students and their film & television instructor. Estimated expenses and details should be specified and discussed at this time.
5. Each department will receive copies of the approved film permit and certificate of insurance.
6. The filmmaker/student will carry a copy of the approved film permit while on location.
7. All County departments should be prepared to help process last minute requests which are beyond the control of the filmmaker/student or the FTC due to inclement weather, mechanical breakdowns, etc.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-O-031, effective 7/31/1989
2. PPM# CW-O-031, effective 3/1/1992
3. PPM# CW-O-031, effective 1/1/1993
4. PPM# CW-O-031, effective 2/1/2004
5. PPM# CW-O-031, effective 2/1/2010
6. PPM# CW-O-031, effective 3/10/2015