

FILM NEW ORLEANS POLICIES AND PROCEDURES

Film New Orleans welcomes your production to our city, and we look forward to working with you to ensure a great experience. This document provides information about the policies and permitting procedures for filming in New Orleans.

City Hall Production Meeting is Required Prior to Filming

A city hall Production Meeting will be scheduled by the Film Office and Traffic and Engineering for high impact filming or to review multiple location requests. Additional city departments and agencies will be included as appropriate. Production is required to provide a schematic for each location to be discussed. Meetings will be held at the Film Office, 545 St. Charles Avenue, 3rd Floor. To schedule a meeting contact Carroll Morton, cgmorton@nola.gov or 504-874-5601.

Apply for A Film Permit

Productions filming in the city must obtain a film permit when permitting parking, controlling the city right of way, filming in city parks and green spaces, filming in Jackson Square, on city property, use of drones. To apply for a permit go to Film New Orleans, www.filmneworleans.org and click on Apply for a Film Permit.

- Complete and submit the Film Application [here](#).
- Film New Orleans Policies and Procedures (this document) must be signed by the appropriate parties and submitted to Carroll Morton, cgmorton@nola.gov
- A Certificate of Insurance for \$1m General Liability Insurance is required adding the City of New Orleans as an additional insured with the following language in the Certificate Holder Box "The City of New Orleans and all of its agents and departments." The address for the City of New Orleans is 1300 Perdido St. New Orleans 70130. Submit the COI to Carroll Morton, cgmorton@nola.gov.

Apply for A Film Location Permit

Once you have applied for and received a Film Permit your production may apply for a film location permit(s). A location permit is required for each location where you will be filming if you need to control the city right of way (city streets and sidewalks).

- All non-meter parking, ITC and street closures are approved by the Film Office and the Office of Traffic Engineering. Metered parking can only be utilized for film trucks/equipment when parking permits are obtained.
- To apply for a Location Permit, submit the following documents: (A) Schematic indicating requested parking, street closures, ITC and placement of condors/lighting; (B) Neighborhood Notification Flyer and (C) Supplemental "J" Construction Zone/Dumpster Permit. Sample Documents can be found here as "Attachment A, B and C". Submit all documents to Carroll Morton, cgmorton@nola.gov
- Only work trucks and essential equipment can be parked in permitted parking. Pass vans or vendor cars/trucks may park in available street parking without a permit for short periods of time. Crew cars and other vehicles must be parked off site.
- **The Film Office must receive all required documents a minimum of 4 days prior to the initial prep date/time excluding weekends and holidays.** If documents are not received in a timely manner the permit request will be denied.

- If the parking request (including prep/shoot/wrap) is for more than 5 days, special approval must be obtained from the Film Office 7 working days prior to the start of prep of the location excluding weekends. Special approval can be obtained via a phone call or e-mail communication and does not require the full permitting documents unless requested by the Film Office.
- Official City of New Orleans “No Parking” signs must be posted. The signs can be purchased from Vivid Ink, 2538 Poydras St., New Orleans, LA 70119, telephone: (504) 734-6201 or Traffic Solutions, telephone: (504) 948-4809.
- “No Parking” signs must be posted 48 hours in advance of prepping the location and include the following information: **“Parking is restricted by the City of New Orleans Ordinance #154-979, the dates/times of permitted parking (prep/shoot/wrap), and a contact number for the production that is answered 24/7.” Do not include a general production office number.**
- Active zones such as loading zones, passenger zones and taxi-cab zones will be permitted by Traffic Engineering when they are included on the parking request. These zones are provided by the city as a courtesy to the businesses utilizing them. As a matter of courtesy contact the appropriate business to advise them that you will be permitted to park in these zones.
- “Enforcement Zones” cannot be permitted.
- All signage must be removed upon completion of filming.
- **Below are the rates for permitted parking:**
Up to 7 blocks for 1-7 Days: \$375.00 + tax
Up to 7 blocks for 8-30 Days: \$500.00 +tax

Apply for Meter Rentals

Requests for meters or pay station rentals or removals must be requested in person Monday-Friday at the Parking Division Office, City Hall 1300 Perdido Street Room 2W89D. Call the Meter Office at 504-658-8200 if you have any questions.

Citywide B-Roll Permit and Driving Shot Permits

A production may apply for a free of charge Citywide B-Roll Permit if you have a crew of 20 people or less utilizing handheld cameras and will not be controlling the city right of way (streets or sidewalks); Contact Carroll Morton, cgmorton@nola.gov, to obtain the permit.

Neighborhood Filming Notification

- The notification flyer (Attachment B) must be approved by Film New Orleans and distributed by the production 72 hours in advance of prep to each business and residence within the permitted parking zone and one block in each direction of the permitted block(s).
- The flyer must include contact information for a location manager(s) and include Carroll Morton, Director Film New Orleans, cgmorton@nola.gov, 504-874-5601
- **The flyer cannot be placed in mailboxes it is prohibited by federal law. If placed in a mailbox a postal worker will remove it.** Flyers must be taped to a door, mailbox, fence or front porch.

Street Closures and ITC

Street Closures and Intermittent Traffic Control (ITC) must be approved by the Film Office and the Office of Traffic Engineering. All road closures and ITC must adhere to MUTCD standards. The City of New Orleans requires productions to hire New Orleans Police officers or Orleans Parish Sheriff Off Duty Deputies to manage traffic and closures. Under no circumstances can a crew member control traffic.

Traffic Engineering may request a traffic diversion plan for a street closure for some locations. ITC is not permitted on major thoroughfares during the rush hour times of 7AM-9AM or 4PM-6PM.

Noise Ordinance Variance

If filming includes the use of simulated gunfire, explosives, or excessively loud noise between 10:00PM and 7:00AM the production must obtain a Noise Ordinance Variance from the City of New Orleans Health Department. The Noise Ordinance can be applied for and paid online:

https://library.municode.com/la/new_orleans/codes/code_of_ordinances?nodeld+PTIICO_CH66EN_ARTIVNO.

To apply for a Noise Ordinance Variance you can submit an application at <https://onestopappnola.gov>

Simulated Gunfire and Explosions

Simulated gunfire and explosives on set must be approved by the Film Office. Only one-quarter rounds of gunfire are allowed, and some neighborhoods may not be approved for the use of simulated gunfire. The production is required to call the appropriate police precinct and inform them of the use of simulated gunfire and/or explosives. If simulated gunfire or explosions occur after 10pm or before 7am, a Noise Variance Waiver must be obtained from the City of New Orleans Health Dept. The use of simulated gunfire and explosions must be included in the neighborhood notification flyer.

Filming with Drones

The Film Office issues drone permits free of charge. The City of New Orleans does not have a policy for filming with drones but requires productions to follow the FAA's Small UAS Rule (14 CFR Part 107):

- Obtain a Remote Pilot Certificate from the FAA
- Register the UAS as a "non-modeler"
- Follow all part 107 rules
- Link: https://www.faa.gov/uas/getting_started/part_107/
- For more information go to **Apply for a Drone Permit on this website**

Condors and Scissor Lifts

Condors or Lifts are allowed up to 14ft. in width (including supporting extensions) and must fit into a parking lane (14 ft.) and cannot exceed 80 ft. in height. If a condor exceeding this width or height is to be utilized than a special request to the Film Office must be made in writing.

Filming in City Owned and Private Parks

The City of New Orleans has abundant greenspace and parks. If your production is interested in filming in city parks or city owned greenspace you must enter into a concession agreement with one of the agencies or organizations below:

- **Jackson Square Park, Oscar Dunn Park (formerly Washington Artillery Park), Armstrong Park, Congo Square Lafayette Square:** City of New Orleans Parks and Parkways, Justin Riley, jcriley@nola.gov, 504.658.3235.
- **-Neutral Ground (a median everywhere else):** If filming on a neutral ground, productions are required to obtain a permit from New Orleans Parks and Parkways, Justin Riley, jcriley@nola.gov
- **Private Parks:** Audubon Park, Woldenberg Park: Audubon Institute, <https://audubonnatureinstitute.org/filming-request-form>
- City Park (private): Julie LaCour, jlacour@nocp.org, 504.483.9415

For information regarding additional parks reach out to Carroll Morton, cgmorton@nola.gov

Filming in City Owned Property and City Owned Cemeteries

- **City Property:** To film in a city owned property a concession agreement must be signed with the City of New Orleans Office of Property Management. To scout or rent city property (excluding Gallier Hall) contact: Enrico Sterling, ejsterling@nola.gov
- **Gallier Hall:** To scout or rent Gallier Hall contact: Carroll Morton, cgmorton@nola.gov, (504) 874-5601
- **City Cemeteries:** The city owns several historic cemeteries which allow filming including Lafayette Cemetery No. 2.; Carrollton Cemetery (Green Street Cemetery); St. Mary's Cemetery and Valance St. Cemetery. For inquiries regarding filming contact: 504-487-6739, Jesica Strawn, 504-874-6739, jessica.strawn@nola.gov

Film New Orleans "Good Neighbor Policy"

New Orleans' historic architecture and unique neighborhoods are an asset that attracts film production to the city. It is critical that our neighborhoods and communities have a positive experience hosting filming. The Film New Orleans "Good Neighbor Policy" establishes protocols and processes to ensure that filming in our neighborhoods is successful for the production and our community:

- "No parking" signs must be posted 48 hours in advance of prep at the location.
- Crew cars cannot be parked in permitted parking and must be parked a minimum of 3 blocks away from the location, or in a lot secured by the production for crew parking.
- Productions cannot interfere with the delivery of city services including waste collection, street cleaning, scheduled deliveries, or access to property for our residents.
- Productions are encouraged to use basecamps wherever possible for truck parking, equipment, catering, and extras holding.
- The Film Office may impose temporary restrictions on parking for locations that experience a high volume of repeat filming in some neighborhoods or streets.
- The Film Office may require production to provide 1 block of parking adjacent to the permitted parking for resident vehicles in neighborhoods or on streets that experience a high volume of repeat filming. The signage that should be posted to reserve the parking must include "No Crew Parking/Resident Parking Only."

French Quarter Historic District Filming Restrictions

The French Quarter is the historic heart of the city with buildings that date back to the early 1700's. The French Quarter and the surrounding neighborhoods are also the birthplace of our music and our culture which has defined and sustained our city. To reduce the impact on our historic properties, businesses, and residents the Film Office and other city departments have established special restrictions for filming in the French Quarter.

- Vehicles and trucks 36ft. or larger are strictly prohibited in the French Quarter but can be permitted on Rampart St., Esplanade Ave. and Decatur St. with the approval of the Film Office.
- The City of New Orleans' Fire Department does not allow Mardi Floats in the French Quarter for filming. Floats can be staged on Rampart St., Esplanade Ave. and Decatur St. All floats must have the required inspections and fire safety certificates required by the City of New Orleans.
- Parking will be approved for a maximum of two blocks for equipment/trucks and two blocks clearing for shot. If additional parking is required for a catering truck only one additional half block will be approved.
- A minimum of six blocks is required between permitted parking locations when more than one production is approved to film in the French Quarter.
- Parking lots in the French Quarter can be rented and used as needed for equipment staging, film trucks, catering, and personal vehicles in addition to the street parking.

Jackson Square and Jackson Square Park

- The Film Office manages filming in Jackson Square.
- Jackson Square is permitted as a “street” and Film New Orleans and Traffic Engineering are the issuing departments for film permits.
- A Jackson Square Filming Check List “Attachment D” must be completed and submitted to the Film Office along with the Location Permit documents indicated above.
- No vehicles, trucks or cranes exceeding 4,000 lbs. are allowed on Jackson Square without prior permission from the Film Office. If permission is granted, plywood or a substantial support must be utilized under heavy equipment (picture cars excluded).
- To film in Jackson Square Park (not the Square itself) a permit must be obtained from the Department of Parks and Parkways, Justin Riley, jcriley@nola.gov, 504.658.3235.
- Notification of filming in the Square or Park must be provided to the following Jackson Square stakeholders:
 - French Market Corporation, Shayd Coots, scoots@frenchmarket.org;
 - Parks and Parkways, Justin Riley, jcriley@nola.gov
 - State Museum (Cabildo and Presbytere), Yvonne Mack, ymack@crt.la.gov
 - St. Louis Cathedral, Maurine Scheurmann, maureens@arch.no.org.
 - Residents of both the Upper Pontalba (St. Peter Street) and Lower Pontalba (St. Ann Street) must be notified with a Neighborhood Notification Flyer.

Weather Events

In the event of excessive rainfall, a tropical storm, or hurricane, the Film Office will work with each production to reschedule location filming and may waive permitting timelines.

Acknowledgement in Film Credits

Productions permitted by the City of New Orleans must acknowledge the support of the City of New Orleans and the New Orleans Film Office, including logos for the city in the final credits of the film or project.

By signing this document, I confirm that I have read the Film New Orleans Policies and Procedures and agree that any violation thereof will be cause for the New Orleans Film Office to revoke a Film Permit, Location Permit or any city permit issued for filming in Orleans Parish.

UPM: _____

DATE: _____

CONTACT INFO: _____

LINE PRODUCER: _____

DATE: _____

CONTACT INFO: _____

TRANSPORTATION COORDINATOR: _____

DATE: _____

CONTACT INFO: _____

LOCATION MANAGER: _____

DATE: _____

CONTACT INFO: _____

- ATTACHMENT "A" Sample Parking + Filming Schematic
- ATTACHMENT "B" Sample Neighborhood Notification Flyer
- ATTACHMENT "C" Sample Supplemental J Construction Zone/Dumpster Permit

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