



Motion Picture/Television/ Still Photography Permit Application

Application Fee \$310

Company: _____

Production Title: _____

Fed/State Employer ID _____

Production Type _____

City Use Only

PMP #: _____

Address: _____

Date Received: _____

Revised: 9-05-2024

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alt Phone: _____

Email Address: _____

Event Date/Hours : _____

(Including set-up and break-down time)

Proposed Activities: _____

Location Manager _____ Cell # _____

Location: (Provide address and specific area on the property. For multiple locations attach additional page.)

Private Property Owner/Representative _____ Phone _____

Activity: (Provide a description of filming activity for each location).

Traffic Control/Activity in Public ROW: No _____ Yes _____ Attach Watch Traffic Control Plan if applicable

Prep, Strike, and Filming Schedule (Attach separately): Date(s) _____

Time(s) _____ Total Personnel (Audience Members, Cast, Crew, and Extras) _____

Vehicles/equipment (attach separately) _____

Pyrotechnics (Describe) _____

Technician _____ License # _____ FX # _____

Fire Permit # _____ Other _____

Insurance Company _____ Expiration Date _____

Phone # _____

Company Representative and/or Private Property Representative By acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form. Fees to be prepared by City staff.

Permit Application Fee: \$ _____
City Staff: _____ hours @ \$ _____ : \$ _____
Additional Costs: \$ _____
Application Change Fee: \$ _____
Total Charges: \$ _____

Check payable to "City of Auburn Hills". APPLICATION FEE & STAFF TIME ARE NON-REFUNDABLE.

City Use Only Calculations and Stipulations	_____	Fee: _____	Date Received: _____
	_____	Sent to: Bldg Dept: _____ Police Dept: _____ Fire Dept: _____	
	_____	Approvals: Bldg Dept: Y___ N___ Police Dept: Y___ N___ Fire Dept: Y___ N___	
	_____	Permit Approved by: _____ Date: _____	



Please contact Devin Lang, Construction Coordinator and Assistant to the Director of Community Development
City of Auburn Hills 1827 N. Squirrel Road, Auburn Hills, MI 48326
Phone: 248-364-6900
Home Page Address: <http://www.auburnhills.org>

ITEMS REQUIRED AT TIME OF SUBMITTAL

**Completed and Signed Application Packet, Certificate of Insurance, Site Plan,
and \$310.00 Permit Fee**

Fees:

1. **Motion Picture/Television/Still Photography Permit Fee:** \$310.00 (due at submittal)
2. **Pyrotech Permit:** Fee based on Fire Department permit (see attached)
3. **Staff Costs:** Fee based on direct costs to the City for that employee/contracted staff required
4. **Security Deposit:** May be requested under certain circumstances to ensure compliance of items

CITY OF AUBURN HILLS HOLD HARMLESS AGREEMENT

As required for approval of the _____
(Activity)

_____ herein after referred to as _____
(Name of Company) (Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

In addition, _____ agrees to furnish an ACORD certificate of insurance
(Abbreviated Name Form)

- a. as required by the City of Auburn Hills with the description of the ACORD form to read as follows: It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.

Name of Company

Witnesses

By _____

By _____

Date _____

Date _____

Insurance Requirements
City of Auburn Hills, Michigan
And/Or
City of Auburn Hills T.I.F.A, B.R.A., D.D.A

1. Liability Insurance

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract and/or temporary events/special event with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A-", and the following minimum requirements:

- a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):
 - I. Check mark indicating occurrence as opposed to claims made form
 - II. Limits of Liability:
\$1,000,000 each occurrence
\$2,000,000 general and products-completed operations aggregates
 - III. Personal Injury
\$2,000,000 aggregate
- b. Automobile Liability:
 - I. Check mark indicating coverage as to any automobile
 - II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded
 - III. Limits of Liability: \$1,000,000 combined single limit
- c. Commercial Umbrella of at least \$4,000,000.
- d. The Contractor shall insure the Contractor's equipment and property and the City and those persons and entities described in section 1(e) herein shall not be liable and/or responsible for any damage to said equipment and/ or property.
- e. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*
- f. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

2. Owner's and Contractor's Protective Liability (_____) If checked, this is required by City

The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be from an insurance company acceptable to the City of Auburn Hills.

3. Workers Compensation

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$500,000 E.L. each accident
- \$500,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan, and shall be from an insurance company acceptable to the City of Auburn Hills.

4. Professional Liability (_____) If checked, this is required by City.

If the Contractor is providing professional services/work, then the Contractor shall procure and maintain during the life of the contract Professional Liability insurance in the amount of \$1,000,000. (Professional services is defined but not limited to architects, builders, engineers, agents, attorney,)

5. The Contractor shall procure and maintain during the life of the Contract

- a. Cyber Liability Insurance with limits of at least \$1,000,000 and this policy shall include \$1,000,000 of third party liability. (_____) If checked, this is required by the City. Required if the contractor is providing computer/data services and/or has access to private City data.
- b. Employee dishonesty coverage with limits of at least \$1,000,000 including third party endorsement.

6. Certificate of Insurance

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326



AUBURN HILLS FIRE DEPARTMENT



Indoor/Outdoor Pyrotechnics Display Application Permit Form

- ☐ All indoor and outdoor pyrotechnic displays shall be in compliance with NFPA 1126 and NFPA 1123.
- ☐ The pyrotechnic display company shall complete a permit application form and return it to the Auburn Hills Fire Department a minimum of fourteen (14) days prior to the display.
- ☐ A copy of the liability insurance naming the City of Auburn Hills as a co-insured shall be provided. The minimum insurance amount for each occurrence shall be \$5,000,000.
- ☐ A copy of the operator's license to perform pyrotechnic displays shall be provided. A complete list of primary shooter's work history and experience shall be included with submittal.
- ☐ Provide a complete description of the proposed display including locations, types, and amounts of devices to be used. Distances from proximate audience shall be included on site plan.
- ☐ Provide an SDS for all products used for display.
- ☐ Provide cut sheets for all flame producing equipment. Equipment must be listed by an approved testing laboratory.
- ☐ Provide a check in the amount \$300.00 for permit fees payable to the City of Auburn Hills for indoor displays.

Inspection Requirements

1. A preshow inspection of the proposed display shall be conducted by the Auburn Hills Fire Department. The inspection shall be at least two (2) hours prior to the show for indoor displays and eight (8) hours for outdoor displays.
2. Any device or portion of the display found not to be in compliance with NFPA 1126 or NFPA 1123, or deemed unsafe by the Auburn Hills Fire Department shall not be permitted.
3. All devices shall be available for demonstration upon request by the Auburn Hills Fire Department.
4. All areas involved in the pyrotechnic display shall be visible by the shooter to verify no one is in firing zone during display. This may be accomplished with additional trained personnel and a means of communication with shooter.
5. Outdoor displays may require additional fees based on fire apparatus and staffing deemed necessary by the Auburn Hills Fire Department. A minimum fee of \$2,500 will be assessed for all outdoor pyrotechnics displays.

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