



Baltimore Film Office

Project Registration

Date: _____

Project Title: _____

Production Company: _____

Address: _____

Business Phone: _____

Producer or Production Manager: _____

Email: _____

Phone: _____

Location Manager: _____

Email: _____

Phone: _____

Project Information

- ☐ Feature Film ☐ Short ☐ Television Series ☐ Commercial
☐ Documentary ☐ Industrial ☐ Still Shoot ☐ Student Film ☐ PSA
☐ Web Series ☐ Music Video ☐ Other: _____

Project Synopsis: _____

Project Synopsis (cont.): _____

Production Information

Estimated Budget: _____ **Number of Hotel Nights:** _____
Shooting Dates: From _____ **To** _____
Number of: Prep Days _____ **Shoot Days** _____ **Wrap Days** _____
Number of Crew: _____ **Number of Actors/Extras:** _____
Number of Production Vehicles: _____

City Permits & Services

☐ **Curb Lane Permit(s)** ☐ **Sidewalk Permit(s)** ☐ **Street Closure Permit(s)**
☐ **Park Permit(s)** ☐ **Parking Meters** ☐ **Hydrant & Water Permit(s)**
☐ **Other:** _____

***Street closures will require the presence of one or more police officers, please see our pricelist for hourly rates.**

***Use of prop guns and weapons requires the presence of one or more police officers.**

***Filming with Sidewalk Permit at areas near Mitchell or Courthouse East requires notification, Film Office will supply contact.**

Requirements

Please make sure you include the following required documents:

- Certificate of Insurance (see Insurance Requirements in Production Agreement or Release*)
- COVID Safety Plan and COVID Safety Officer contact
- Production Agreement or Production Release (Signed and Dated)
- Permit Applications
- Drone use requires a copy of the UAS Pilot License, a COI showing drone coverage and a list of locations.

All required documents must be submitted to our office at least five (5) business days prior to the date of requested services and permits.

PERMITS WILL NOT BE ISSUED UNLESS ALL SECTIONS OF PROJECT REGISTRATION ARE COMPLETED.

click on box to sign electronically
Signature of Representative

Title

Date

Maryland Tax Incentives

An exemption from the 6% state sales tax is available to qualified feature, television, cable, commercial, documentary, music video, etc., projects. Please go to <http://marylandfilm.org/Pages/Sales-and-Use-Tax-Exemption.aspx> for more information and to download form.