

# 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 Actore/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.**

# 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.**

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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.