

## Miami Beach - Permit Procedures for Student Productions

### DO I NEED A PERMIT IF MY PRODUCTION IS A STUDENT PROJECT.

Yes. Student productions require a permit for filming and/or photography activities. However, the requirements vary from those for standard commercial productions.

HOW TO APPLY: Student productions can choose from both permitting systems.

#### OPTION 1:

[City of Miami Beach Film and Print Online Permit Request:](https://secure.miamibeachfl.gov/cmbfilmprint/public/homepage.aspx)

<https://secure.miamibeachfl.gov/cmbfilmprint/public/homepage.aspx>

- No Application Fee
- Can only include locations within the City of Miami Beach

#### OPTION 2:

[Miami-Dade Office of Film and Entertainment Film/Photo Permit Application:](http://filmiami.org/permits.asp)

<http://filmiami.org/permits.asp>

- \$100 Application Fee. For student productions, this fee can be waived with a letter from your professor to the Miami Dade Office of Film and Entertainment. Please visit [http://filmiami.org/permit\\_students.asp](http://filmiami.org/permit_students.asp) for more details.
- Ability to include locations permitted by the County Film Office in the same permit using a single platform.

### PERMIT REQUIREMENTS

Student Productions are exempt from the Indemnity Agreement requirement, but must apply under their school's name and will be asked for their institution's insurance if an active certificate of insurance is not already on file.

**Certificate of Insurance:** The City of Miami Beach requires a Certificate of General Liability Insurance with:

- a **MINIMUM** coverage of one million (\$1,000,000.00) dollars, or of equal value in foreign currency.
- the territory of the United States covered.
- The **City of Miami Beach (1700 Convention Center Drive, Miami Beach, FL 33139)** listed as **BOTH** Certificate Holder and Additional Insured. If the Additional Insured inclusion is done through the "Description of Operations" panel, please note that we cannot accept any verbiage that includes a reference to negligence. An acceptable alternative is "Certificate Holder is included as Additional Insured in the General Liability Policy with respect to claims arising out of the operations of the Named Insured."
- If your school is required to carry Worker's Compensation per State or Province requirements, please also include proof of coverage. The City of Miami Beach does not require to be added as Additional Insured to this policy.

#### **Additional Documents:**

To tie each production to your respective school's insurance, please provide:

- Copy of valid student ID.
- Copy of course schedule with the class the project is for highlighted.

The above are the main requirements to obtain a basic Film & Print Permit, such as a City Wide. Student productions whose requests exceed the scope of a City Wide permit must comply with all standard permitting requirements. This means that if your filming request requires additional steps (such as hiring off-duty Police or Fire escorts, distribution of notifications, collection of Signature Surveys, etc.) you will be responsible for the necessary costs and coordination to secure them.

Please reach out to the Film Office as early as possible to identify any such additional requirements based on your specific production's needs.

