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PROCEDURES FOR FILMING PERMIT APPLICATION

RETURN IN PERSON, BY MAIL, EMAIL OR FAX TO CITIZENS AFFAIRS:

- Completed Permit Application
- Check/money order in the amount of one-hundred dollars (\$150) made payable to **Jefferson Parish Pooled Cash**
- Certificate(s) of Insurance
- Other documentation needed to illustrate permission(s) gained from required entities

LIABILITY INSURANCE: Film Permit applicants must provide a “**CERTIFICATE OF INSURANCE**” for comprehensive general liability. Insurance company must have an “A” or “B:” rating.

- a. Must have general liability insurance of at least one million dollars (\$1,000,000)

Certificates should state the following:

CERTIFICATE HOLDER: The Parish of Jefferson, its Districts, Departments & Agencies under the direction of the Parish President & Parish Council

ADDITIONAL INSURED: Same as the Certificate Holder
DESCRIPTION: Name of Production Company
Addresses and dates of filming

*** NOTICE ***

Submittal of this initial application shall not be construed as permission to film at individual locations in unincorporated Jefferson Parish. Individual location permits must be submitted to the Office of Film Jefferson a minimum of 5-10 business days prior to filming (depending on type of filming), and approval of such permits must be obtained, prior to beginning any film activities in the parish. Location permits must be accompanied by documentation evidencing approval by all relevant agencies if film activity is of the extraordinary type.