



## GUIDELINES FOR COMMERCIAL FILMING

Downtown Operations & Community Services  
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*The City of Beaufort welcomes motion picture production, and this process is designed to maintain the greatest possible flexibility for the company or companies, while providing for the safety and well-being of the citizens of Beaufort. The City recognizes the originality in each film activity and will do its utmost to accommodate all parties involved. These guidelines represent an attempt to balance the needs of the filming industry with the needs of businesses, residents and the public interest. They may be relaxed or tightened as the situation warrants in order to achieve equitable solutions for all.*

### I. **Permit Required**

A Permit is required for any film, video or still photography activity, whether on public or private property, except that news coverage and production companies with a cast and crew of 10 or under do not require a permit. Television satellite trucks, microwave trucks, equipment trucks and other such large vehicles will still be subject to restrictions on parking imposed by the Beaufort City Police Department in the interests of public safety and traffic flow.

Application will be made on the City's standard form (attached) and presented to the City Manager or City Film Coordinator. Applications for Film, Video or Still Photography Permits must be submitted at least five (5) working days before the proposed activity. Waivers to this requirement may be granted by the City Manager based on the size, scale, and potential impact of the proposed activity. Early application is recommended as time may be needed to work out any difficulties associated with the planned activity.

### II. **Notification of Affected Businesses and Residents.**

A. The Production Company will notify in writing, all businesses and residents affected by the proposed activity, a signed copy of which shall be provided to the City Film Coordinator. Notification will take place following a planning meeting with the City, but no less than three (3) business days prior to the planned activity. Exceptions may be made in special situations. Earlier notification may be required in cases where planned activities may have a significant impact on the normal activities of the area (Example: activities impacting parking or traffic in the core commercial district). The city film coordinator shall be satisfied of said notifications before issuing the filming permit.

B. The area to be covered by notification may vary depending on the impact of the planned activity but will be a minimum of a one block radius in each direction from the activity. A wider area of notification may be specified in the Filming Permit.

### III. **Traffic Control and Street Closures.**

Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled through a contract with the City of Beaufort Police Department. The City retains the right to determine the number of officers needed. Intermittent holding of traffic shall not exceed three (3) minute intervals except when specifically approved in the Filming Permit.

Street closures are discouraged in most instances. Request for street closures or diverting of traffic should be made well in advance to allow for planning rerouting, or alternate routes and for proper signage. Interruption of traffic on state streets or closure of state streets requires prior approval from the South Carolina Department of Transportation as well as the City.

**IV. Special Effects, Explosives and Similar Devices.**

- A. No film activity which involves the use of explosives, pyrotechnics, fire, or other special effects may be undertaken unless a permit has been obtained from the State Fire Marshall's Office and specifically approved by the Beaufort Fire Department.
- B. Hydrant hookup will require coordination with and specific approval by the Beaufort Fire Department and the Water Department.

**V. Removal of Vegetation.** Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved in the Filming Permit.

**VI. Residential Areas.** Film activity in residential areas require additional restrictions.

- A. Affected residents in not less than a one block radius of the filming location must be notified by letter, and in person when feasible, not less than three days in advance of the proposed activity and must also be informed that any concerns, objections, or reservations may be registered with the City Film Coordinator or the Office of the City Manager.
  - 1. Notification should include information concerning the location and duration of the filming, prep and wrap activities, the times of day required for each location, proposed parking restrictions and restrictions on public streets, proposed location for all support facilities, as well as specifics regarding lights, noise, any special effects or out of the ordinary equipment. To receive and assist in resolving residents' immediate questions, problems or complaints the notification should also include the film company's production office telephone number and the location manager's telephone/cell phone/pager numbers and the City of Beaufort Film Coordinator's office/pager numbers.
  - 2. Affected residents shall also be notified of any subsequent changes to the information provided in the original notification and of additional variances granted by the City to the production company.
- B. Residents, their visitors, delivery personnel or repair crews shall not be denied access to the neighboring homes.
- C. Film activities will not begin prior to 7:00am. and will end by 10:00p.m. Requests for night scenes shall be approved in the permit or by a waiver granted by the City Manager. The City Manager may also authorize a specific waiver of any of these limitations in the Permit for special circumstances.

- D. All equipment or support vehicles not in immediate use shall be parked as not to cause any interference to pedestrians or vehicular traffic , and shall utilize no more than 50% of on-street parking space in blocked where it is necessary and customary for residents to depend on the on-street parking.
  - E. Parking of trucks, tractors, tractor trailers having a capacity of two and one-half(2Yz) tons, front or rear-end loaders or any other kind of strictly commercial or industrial equipment on residential streets or shoulders of the road must be specifically approved in the Permit or by a waiver authorized by the City Manager.
  - F. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City and property owner.
  - G. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.
  - H. Lighting for filming, both during the day and at night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
  - I. Base camps and dressing room trailers should be parked away from neighboring residences wherever possible.
  - J. Base camps and equipment trucks moving into or out of residential areas shall not do so before 6:00 a.m. or after 11:00 p.m. without prior written approval of the City Manager.
- VI. **Care of Location.** All properties utilized for the film activity shall be left clean and orderly and shall be restored to their previous condition, including public and private lands. The City shall be reimbursed for all costs of restoring and/or repairing public property due to damage resulting from the filming activity. The City may require the Production Company to pay a bond to guarantee the restoration of the location if the City determines that the proposed activity may cause damage to or require extensive restoration of public property.