



## **Portrait/Scenic Photography Permit Guidelines**

These guidelines should be followed by any individual or company interested in professional portrait or scenic photography on public property in the City of Roswell. The guidelines are subject to change and may be enforced as conditions of the permit.

This permit does not include large scale photography productions. Photographers expecting to shoot for more than two hours or who require more than 10 minutes of set-up or teardown time must obtain a one-time media production permit.

1. Submit the portrait/scenic photography permit request through the Community Development Department at 38 Hill Street, Suite G-30, and Roswell, GA 30075.
2. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day for City of Roswell officers. This arrangement can be made by the photographer through the Roswell Police Department at 770-640-4100.
3. If shooting at Roswell's Historic House Museums, Barrington Hall, Bulloch Hall, and Smith Plantation, photographer must call the museum offices 96 hours in advance to book an appointment to use the grounds. Contact information for the homes may be found at [www.SouthernTrilogy.com](http://www.SouthernTrilogy.com).
4. Contact affected business and property owners to obtain their permission to use surrounding property. Compensation may be necessary if business and home environments are greatly disrupted.
5. Photographer shall have a copy of the permit on site at all times.
6. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
7. Emergency vehicle access shall be maintained at all times.

## **Fees**

**One-Time Permit - \$50**

**Annual Permit - \$100**

For additional information, send all emails to [photopermits@roswellgov.com](mailto:photopermits@roswellgov.com) . Applications can be submitted to [photopermits@roswellgov.com](mailto:photopermits@roswellgov.com) and paid over the phone after the application is entered.



## Portrait/Scenic Photography Permit Application

Application Date: \_\_\_\_\_

Company/Studio Name: \_\_\_\_\_

Company/Studio Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

### One-time Only:

Photo Shoot Date: \_\_\_\_\_

Photo Shoot Time: \_\_\_\_\_

Photo Shoot Location(s): \_\_\_\_\_

\_\_\_\_\_

## Save Harmless Agreement

The applicant agrees to indemnify the City of Roswell and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

\_\_\_\_\_  
Permit Issued By

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Permit Number