1. **General information**

The Forest Service permits commercial filming & photography on public lands. Like other commercial uses of National Forest System lands (NFS) and resources, commercial filming & photography require a Special Use Permit issued by the District Ranger.

Prior to the issuance of any permit, the Forest Service will determine if there are any environmental or social concerns for the proposed shoot location(s). The Forest Service may deny permits for filming that depict practices prohibited on NFS lands (i.e. operating motorized or mechanized equipment, maintaining an illegal campfire, littering, etc.). Any filming or photography permit issued must comply with environmental laws (local, state, and federal), as well as all applicable Forest Service management plans and stipulations.

The Forest Service encourages use of environmental messages and depiction of environmentally sound practices in connection with the filming. Staff will work with the film producers on ways to incorporate such messages and practices in a manner consistent with the production.

**DUE TO EXISTING WORKLOADS, THERE IS A 30 DAY MINIMUM PROCESSING TIME FRAME FOR ALL PERMIT APPLICATIONS. NO EXCEPTIONS. THE APPLICATION MUST BE SUBMITTED BY THE PRODUCTION COMPANY, NOT AN ITERMEDIARY.**

**Obtaining a Permit**

The production company should contact Juneau Ranger District and Admiralty Island National Monument Special Uses Permitting Office to provide a general description of the proposed filming activities and to obtain a commercial film permit application.

**Insurance**

The Special Use Permit may require that the permit holder indemnify the United States against any liability arising from the use or occupancy of NFS lands. The permit requires the holder to have their insurance company name the United States Government as an additionally insured party. The minimum required liability coverage shall be as follows: 1) General liability, each occurrence - $300,000; 2) Property damage (each occurrence) - $25,000; 3) Death or injury (to one person) - $100,000; and 4) Death and injury (to more than one person) - $300,000.

*Indemnification should read as follows:*

United States

USDA Forest Service

8510 Mendenhall Loop Road

Juneau, AK 99801

**The insurance must be issued to the production company, not an intermediary.**

**Credits**

We **require** credit be given as follows:

*“Filmed Under Special Use Permit on the (Juneau Ranger District or Admiralty Island National Monument), Tongass National Forest.”*  Use the appropriate district that has issued the final permit.

**Stipulations**

Depending on where the location for the proposed shoot, there are stipulations to which the holder of the permit must adhere to at all times. If filming in the Mendenhall Glacier Recreation Area, please refer to Attachment One: Mendenhall Glacier Recreation Film Stipulations.

**Fees**

Fees for land use are based on the number of production employees and dates required for the shoot. All fees are due and payable, by check or money order, prior to filming. There is an option for online payments, with URL information provided on the billing statement. If unable to use the web-based service, we recommend that you *U.S.P.S. Express Mail* or Next Day Air via *UPS, FedEx, Etc.,* a check or money order.

**Current Fee Schedule**

|  |  |
| --- | --- |
| *Still Photography:*  1-10 persons $148.05/day  11-30 persons $216.37/day  over 30 persons $353.02/day | *Motion Picture and TV Filming:*  1-10 persons $216.37/day  11-30 persons $284.69/day  31-60 persons $717.43/day  over 60 persons $785.77/day |

**Cost Recovery**

In order to respond to the needs of the industry, it is necessary for our representatives to put aside their normal work to process permit requests and conduct studies that may be needed to facilitate the use of an area.

In some cases, a Forest Officer or a third party monitor may be assigned to the production as a monitor to insure resource protection and public safety. The monitor will act as the District Ranger’s representative approving or disapproving requests that may occur during filming. The monitor also has the authority to suspend operations for non-compliance.

The production company will pay expenses incurred by the Forest Service through Cost Recovery, depending on the amount of time necessary to process the permit application and monitoring if needed. (Processing and Monitoring are assessed separately.) All Special Use Permits for filming on the National Forest are subject to Cost Recovery. The minimum charge in addition to the permit fees above is $123.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Hours** | **Processing Fee 2018** | **Processing Fee Current Year** |
| 1 | >1 ≤ 8 | $125 | See [*http://www.fs.fed.us/specialuses*](http://www.fs.fed.us/specialuses) |
| 2 | > 8 ≤ 24 | $440 |
| 3 | > 24 ≤36 | $829 |
| 4 | > 36 ≤ 50 | $1,189 |
| 5 | Varies | As specified in the agreement. | |
| 6 | >50 | Full reasonable costs for authorizations issued under authorities other than the MLA. Full actual costs for authorizations issued under the MLA. | |

1. **still photography and film permit application**

|  |  |
| --- | --- |
| **Production Company Name\*** |  |
| **Authorized Company Representative\*** |  |
| **Title** |  |
| **Address** |  |
| **Phone** |  |
| **Cell Phone** |  |
| **Email Address** |  |
| **Fax** |  |
| **Secondary Contact** |  |
| **Title** |  |
| **Address** |  |
| **Phone** |  |
| **Cell Phone** |  |
| **Email Address** |  |
| **Fax** |  |

**\****Required*

**Will you be working with local companies or guide services to complete your photography or film work? If so, please provide their contact information**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Production**  **Dates:** |  |
| **Number of Days**  **Of Filming:** |  |

**Production Activity Information (Please circle all that apply)**

**Still Photography**

**Commercial**

**Television Movie**

**Television Episodic**

**Feature film**

**Music video**

**Corporate Video**

**Documentary**

**Other**

|  |  |
| --- | --- |
| **Legal Description for Film Locations** *(Latitude/Longitude or Township/Range/Section)* |  |

**Specific map information displaying film locations and travel routes must be provided.**

**Total number of people on location each day of proposed filming (include actors, crew members, etc.)** *If the number of people differs from day to day for a multi-day shoot, please provide this information:*

**Set up (dates, length of time, time of day):**

**Production (start date/stop date):**

**Breakdown and restoration (start date/stop date):**

**Stunts or special effects proposed (Circle all that apply)**

**Pyrotechnics**

**Hazardous Materials**

**Domestic or Wild Animals**

**Riparian Area**

**Aerial Stunts**

**Use of unmanned aircraft system, i.e. drone\* (requires FAA Certificate of Authorization)**

**Other:**

**Specific use areas (Circle all that apply)**

**Juneau Icefield**

**Designated Wilderness. Please indicate which one(s):**

**Mendenhall Glacier Recreation Area**

**Other:**

**Aircraft**

**Type**

**Time of Day**

**Flight Route**

**Watercraft**

**Type**

**Time of Day**

**Travel Route**

**Description of activity**

Include any and all proposed ground disturbing activities. Provide story boards of action, with full descriptions. Attach supplemental documents that will help support your description.

**Vehicle Information**

|  |  |  |
| --- | --- | --- |
| **Vehicle Type** | **Vehicle Dimensions** | **Quantity of Vehicle Type** |
|  |  |  |
|  |  |  |
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|  |  |  |

**Proposed parking area(s) to be used during filming**

(Please provide specific locations, such as parking lots or roadside areas. Show these locations on the map that you will submit with your permit application.)

**Staging plan**

(Dressing rooms, catering, portable restrooms, etc.)

**Motorized equipment to be used during filming (Circle all that apply)**

**Generators**

**Cars**

**Trucks**

**RVs**

**Other:**

**Please describe the action involving vehicles and equipment to be used during filming**

**Please describe all proposed props to be used during filming**

**Please describe any traffic and safety control/special closures needed\***

**\*Have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e., structures, roadways, etc.?)**

|  |  |
| --- | --- |
| **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| *To be completed by the Forest Service*  **Fees**  Photography/Filming Land Use Fee: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Permit Preparation/Montoring Cost: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (See attached financial plan)  **Total Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Certification of Insurance Received**  Yes  No  **Bonding**  Required**:**  Yes  No Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_  Received**:**  Yes  No  **Concessionaire/Permittee Coordination Required**  Yes  No  **Other Landowner/Agency Coordination Required**  Yes  No |
|  |