



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/ TOURISM
DEVELOPMENT
JUSTICE WILLIAM J. BRENNAN JR. COURTHOUSE
583 NEWARK AVENUE
JERSEY CITY, NJ 07306
TEL: (201) 459-2070 W FAX: (201) 792-0729



CRAIG GUY
COUNTY EXECUTIVE

GINA HULINGS
DIRECTOR

PERMIT TO FILM
INSTRUCTIONS

INTRODUCTION:

Welcome to the County of Hudson, New Jersey! Thank You for your interest in our locations for your Film/TV Request! If you are interested in scouting/filming at a Hudson County location, please call 201-459-2070 ext. 6412 or email rmundell@hcnj.us.

After you have conducted your Technical Scout, you must submit a Hudson County Film Permit Application with all required attachments within four (4) days of first film or prep date. Any applications received in three (3) or less days from the first prep/film date will be considered an expedited request. Application fees are non-refundable. Permit fees are due at time official permit agreement is fully executed and issued to production. Production must have a completed and approved permit application for all filming. This permit must be available for inspection throughout the filming process.

At this time, the County of Hudson accepts company or certified checks ONLY made payable to the "County of Hudson". All checks must be delivered or express mailed to "Office of Cultural & Heritage Affairs/Tourism Development, Historic Brennan Courthouse, 583 Newark Avenue, 1st Floor, Jersey City, NJ 07305-Attn: R. Mundell, Film & TV Coordinator".

FEES:

One-time Application Fees:

Basic Film & TV:	\$100.00
Basic Expedited Film & TV:	\$250.00
Basic Film & TV for Non-profits and Student Films	\$25.00
(Daily permit fees are waived-must provide proof of non-profit status or student credit)	

Daily Film & TV Permit Fees:

<i>Film & Television projects with a budget <u>under</u> \$20million</i>	\$150.00
<i>Film & Television projects with a budget <u>over</u> \$20million</i>	\$500.00



All Film & TV Permit Applications must include ALL the following (NO EXCEPTIONS):

- ✓ **Completed County of Hudson Permit Application Form**
- ✓ **Letter of Intent (LOI)** on Company letterhead that includes:
 - Title and Synopsis of Project/Scene(s) to be filmed.
 - Name of contact person, address, best phone number, and email address.
 - EXACT dates including the number of filming days, number of prep/wrap days (if any) AND the hours of use with approximate starting and ending times for both film days and prep/wrap days (if any).
 - EXACT location(s) of proposed shoot – include description and Google Map/Google Earth diagram of the planned SET areas and location of vehicles/equipment.
 - number of personnel on site for each day
 - number and type of vehicles on site
 - set construction (if any)
 - on site catering or other subcontractors must be listed, including the number / types of trucks (if any).

(Basically, give us the Who? What? When? Where? Why? How?)
- ✓ **Hold Harmless Agreement** protecting the *County of Hudson, the Board of County Commissioners and its employees, representatives and agents* from all liability due to any injury sustained while working on County property. You must adhere to any applicable New Jersey executive orders, CDC guidelines and N.J. Department of Health directives concerning the COVID-19 virus in all respects while on Hudson County property. Hold Harmless Agreement is provided in the application. It must be signed by an authorized person on your Production Team. (See Attached)
- ✓ **Certificate of Insurance (COI) from Production** with the following minimum requirements: **Commercial General Liability** with limits of no less than \$1 million each occurrence; \$2 million general aggregate; **Workers' Compensation coverage** for the benefit of your employees with limits of no less than \$100,000 for each incident/accident; \$100,000 E.L. Disease (each employee) and \$500,000 E.L. Disease (policy limit). **Workers' Comp coverage is mandatory.**
- ✓ **ALL COI's must name Certificate Holder (including catering COIs)** as "The County of Hudson, 567 Pavonia Ave., Jersey City, N.J. 07306". The following are to be named as additional insureds on the certificate for the use of designated property on the requested date(s) of use: "County of Hudson, the Board of County Commissioners and its employees, representatives and agents."
- ✓ **ALL catering/craft truck vendors and subcontractors MUST ALSO submit a COI** with following requirements: **Commercial General Liability** with limits of no less than \$1 million each occurrence, \$2 million general aggregate; **Workers' Compensation coverage** with limits of no less than \$100,000 for each incident/accident; \$100,000 E.L. Disease (each employee) and \$500,000 E.L. Disease (policy limit); **PLUS Automobile Liability with limits of no less than \$1 million combined single limits AND copy of Insurance Card for EACH vehicle including any**



box trucks. (If Workers' Compensation coverage for employees working for the caterer will be covered by the Production's Insurance, you **MUST** also include a letter from the Production's Insurance Agent stating that said catering vendor's employees will be insured with the required Workers' Compensation coverage.)

- ✓ A County of Hudson **Location Film Permit & Licensing Agreement** must be signed by the Company & then the County prior to any activity, prep or shoot day is permitted. (See SAMPLE BLANK AGREEMENT attached).

ADDITIONAL IMPORTANT INFORMATION:

- ✓ If you plan to **use an open flame in a catering/craft truck for cooking** or **use any type of indoor/outdoor generator** including a van generator for catering or production on any Hudson County property you may also need to submit an Open-Flame Permit Application online at <https://hudsoncountynj.tylerportico.com/payments/billsearch/> through the *Office of the Hudson County Fire Marshal, 257 Cornelison Ave, 2nd Floor, Jersey City, NJ 07302, phone (201) 395-4771 Ext. 4475.* Application can be found at the following link
- ✓ If you plan to film on any **Roads or Bridges that fall under the jurisdiction of Hudson County** (see [Hudson County Roads Index](#) and [HUDSON COUNTY MAP 2025](#)) you will need to file a Street Opening Permit Application online at <https://www.hcnj.us/roads-and-public-property/engineering/> through the *Hudson County Division of Engineering, 830 Bergen Avenue, Jersey City, NJ 07306, phone (201) 369-4340 Ext. 4160.*
- ✓ If you plan to include **any of the following** during your production, it may be required that a **Hudson County off-duty Sheriff** be present:
 - Use of prop firearms
 - Pyrotechnics and some special effects
 - Stunts
 - Actors dressed as public safety, first responder, personnel or inmates
 - Prop public safety or emergency vehicles
 - Blocking or interrupting moving traffic on a county road or intersection, including within any County public parks
 - Blocking or interrupting pedestrian flow on walkways/sidewalks in or on any County public areas.

Decisions on whether officer coverage is necessary are made by the Hudson County Sheriff's Office based on safety and expertise.

Hudson County Sheriff's Office current rates are as follows (with a minimum of four [4] hours):

- Minimum of \$55 per/hour – up to a maximum of \$110 per/hour*

*Includes Administration Fee of 20% - varied rate depending on rank of officers available.