



PETER HAMMER
Construction Official
Director Of Community
Improvements
& Plumbing Subcode Official

TOWNSHIP OF NORTH BERGEN
OFFICE OF CONSTRUCTION OFFICIAL
4233 KENNEDY BOULEVARD
NORTH BERGEN, NEW JERSEY 07047

TEL
(201) 392-2051
FAX:
(201) 864-0208

Film Permit Application Process
Ordinance No. 678-25

Dear Applicant,

Thank you for your interest in filming within the Township of North Bergen. The Township is proud to be recognized as a **“Film Ready Community”** through the New Jersey Motion Picture and Television Commission, supporting professional film and television productions while ensuring the safety and convenience of our residents.

To obtain a **Film Permit**, please follow the process below in accordance with **Ordinance No. 678-25**:

1. Application Pickup and Submission

Film Permit Applications may be **picked up from the Clerk’s Office** during regular business hours. Once completed, the application and all required documentation must be **submitted to the Building/Code Enforcement Office** for review by the **Director of Community Improvements**. After review and approval, the application will be **forwarded to the Clerk’s Office** for invoicing and permit issuance.

2. Required Documentation

- ❖ Proof of required insurance coverage (\$500,000 per person / \$1,000,000 aggregate for bodily injury and \$300,000 for property damage).
- ❖ Signed indemnification agreement holding the Township harmless.
- ❖ Public Safety Plan (if required).
- ❖ Proof of notice to affected residents or businesses at least **three (3) business days** prior to filming.

3. Fees and Approval

- ❖ Permit fees are set by **Ordinance No. 678-25**. The Clerk’s Office will issue an **invoice** once the permit is approved. Payment must be received prior to filming.

4. Filming Conditions

- ❖ Filming is generally permitted between **7:00 a.m. and 9:00 p.m.**, unless otherwise approved.
- ❖ The permit holder must minimize interference with traffic, residents, and businesses.
- ❖ The approved permit must be **kept on site** during all filming activities.

We appreciate your cooperation and professionalism in following these procedures. Our goal is to support creative productions while ensuring public safety and community well-being.

For questions, please contact the **Building/Code Enforcement Office** at (201) 392-2051 or the **Office Clerk’s Office** at (201) 392-2024.

TOWNSHIP OF NORTH BERGEN

4233 KENNEDY BOULEVARD, NORTH BERGEN, NJ 07047

Peter Hammer
Office of Construction Official
Director of Community Improvements
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Room 208
Tel: (201) 392-2051 | Fax: (201) 864-0208

Clerk's Office
Room 102
Tel: (201) 392-2025 | Fax: (201) 330-7694

FILM PERMIT APPLICATION

(Pursuant to Ordinance No. 678-25 – “Film Ready Standards”)

CUSTOMER ID:

APPLICANT INFORMATION

Production Company Name: _____
Address: _____
Production Contact Name: _____ Title: _____
Phone: _____ E-mail: _____

PROJECT DETAILS

TYPE OF FILMING:

☐ Still Photography ☐ Motion Picture ☐ Television ☐ Commercial ☐ Student ☐ Other: _____

Title of Production: _____

Product/Company (if commercial): _____

Dates of Filming: _____ Hours _____

Location(s): _____

Scene Description _____

EQUIPMENT/SPECIAL EFFECTS (CHECK ALL THAT APPLY):

☐ Cranes ☐ Drones ☐ Firearms ☐ Pyrotechnics ☐ Animals ☐ Stunts ☐ Other: _____

No. of Cast & Crew

No. of Vehicles

Vehicle Types & License Plates

PUBLIC SAFETY & INSURANCE

WILL FILMING REQUIRE:

☐ Street closure ☐ Sidewalk closure ☐ Reserved parking ☐ Intermittent traffic control ☐ Night filming ☐ None

Will police/fire assistance be required? ☐ Yes ☐ No

(Separate fees apply per public safety plan)

Public Liability Insurance Company: _____
Policy #: _____ Expiration Date: _____
Coverage Amount: _____
Agent Name: _____ Phone: _____

NEIGHBOR NOTIFICATION

☐ Attach proof of written notice provided to adjacent residents/businesses at least three (3) business days prior to filming.

ACKNOWLEDGMENT

The undersigned acknowledges receipt of the Township's Film Ready Ordinance (No. 678-25) and agrees to comply with all applicable laws, regulations, and directives from the Township of North Bergen and its departments.

Applicant Signature: _____ Date: _____
Printed Name: _____ Title: _____

FOR OFFICIAL USE ONLY

Date Received:		Reviewed by:	
Police/Fire Review:	☐ Required ☐ Not Required		
Permit Fee:		Invoice #	
Approved By (Director of Community Improvements):		Date:	
Approved By (Clerk's Office):		Date:	
Permit #:		Invoice #:	

**TOWNSHIP OF NORTH BERGEN
COUNTY OF HUDSON**

**AN ORDINANCE ESTABLISHING "FILM READY STANDARDS" FOR
MOTION PICTURE FILMING IN NORTH BERGEN**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF NORTH BERGEN** as follows:

Section 1. Background

A. The Township has been receiving various requests from companies to conduct filming activities, on both private and public property, in the Township of North Bergen. The Township wishes to formalize the filming application review and permitting process.

B. The New Jersey Motion Picture and Television Commission ("NJMP TVC"), has undertaken an initiative to standardize local filming applications and permitting. NJMP TVC has developed "Film Ready New Jersey," which is a 5-step certification and marketing program that educates municipalities on the basics of motion picture and television production and enables cities and towns to effectively accommodate on location filming and market their communities as filming destinations. The program sets basic standards for attracting filmmaking and seeks to position the State of New Jersey as a top production destination. The "film-ready" designation provides an elevated platform for certified communities to promote themselves as filming destinations and connects film and TV professionals with skilled and knowledgeable liaisons across the State, who can provide local expertise and support to create easier, faster and better access to nearby resources and location information.

C. The Township wishes to undertake the necessary steps to be certified as a "Film Ready Community," which steps include the adoption of this Ordinance.

Section 2. Definitions.

As used in this Ordinance, the following terms shall have the meanings indicated:

FILMING

The taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theaters, linear broadcast network or streaming platforms, or for institutional uses. The provisions of this Ordinance shall not be deemed to include the "filming" of news stories within the Township.

MAJOR MOTION PICTURE

Any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following: NBCUniversal, including Peacock; Warner Bros. Discovery, including New Line Cinema, HBO, DC Studios and Castle Rock Entertainment; Paramount Pictures, including Miramax, MTV Films, Showtime, Skydance, Dreamworks and Nickelodeon Movies; Walt Disney Studios, including 20th Century Studios, Searchlight Pictures, Hulu and Marvel Studios; Sony Pictures, including Columbia Pictures, Screen Gems and Tristar Pictures; Amazon MGM Studios; Netflix Studios; A24; any film for which the budget is at least \$20,000,000; or any recurrent weekly television series programming.

PUBLIC LANDS

Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the Township which is within the jurisdiction and control of the Township.

TOWNSHIP OF NORTH BERGEN

The Township of North Bergen.

Section 3. Permit required

A. No person or organization shall film or permit filming on public or on private property where such filming involves the use of public property for the operation, placement or temporary storage/parking of vehicles or equipment utilized in such filming, including, but not limited to, any temporary structure, barricade or device intended to restrict or block off pedestrian or vehicular traffic, without first having obtained a permit from the office of the Director of Community Improvement, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. Said permit must be readily available for inspection by Township officials at all times at the site of the filming.

B. Township permits shall not be required when filming occurs entirely on county, state or federally-owned properties when no municipal services are being used (i.e.: parking on public streets, etc.) or public rights-of-way are being obstructed (i.e.: blocked sidewalks or public access) and when the required permit is obtained from the applicable county, state or federal authority.

C. All permits shall be applied for and obtained from the office of the Director of Community Improvement during normal business hours. Applications for such permits shall be in a form approved by the Director of Community Improvement and be accompanied by a permit fee in the amount established under **Section 11** herein.

D. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Director of Community Improvement may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this Ordinance. No additional fee shall be paid for this permit.

Section 4. Issuance of permits

A. No permits will be issued by the Director of Community Improvement unless applied for prior to four (4) business days before the requested shooting date; provided, however, that the Director of Community Improvement may waive the four-day period if, in her/his judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.

B. No permit shall be issued for filming upon public lands unless the applicant shall provide the Township with satisfactory proof of the following:

(1) Insurance coverage as follows:

(a) For bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000;

(b) For property damage for each occurrence in the aggregate amount of \$300,000;

- (2) An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Township from any and all liability, expense, claim or damages resulting from the use of public lands;
- (3) The hiring of off-duty police officer(s) if required by the Chief of Police, according to the agreed upon public safety plan, for the times indicated on the permit; and

C. The holder of the permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Police Department with respect thereto.

D. Unless specifically authorized by the Director of Community Improvement, filming will be permitted Monday through Sunday between the hours of 7:00 am and 9:00 pm (camera wrap) and crew wrap at 10:00pm. The setup, production and breakdown required by all filming shall be included in these hours. Night filming restrictions shall only apply to a Project with exterior filming.

Section 5. Interference with public activity; notice of filming

A. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets.

B. The holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activity on such public lands. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three (3) business days prior to the requested shooting date and be informed that objections may be filed with the Director of Community Improvement, said objections to form a part of applicant's application and be considered in the review of the same. Notice will only be required to immediately adjacent residents, businesses and merchants potentially impacted by additional light and/or noise or where foot and/or vehicular traffic may be impaired. Proof of service of notification to adjacent owners shall be submitted to the Director of Community Improvement within two (2) business days of the requested shooting date.

Section 6. Refusal to issue permit; employment of patrolmen and electrician

A. The Director of Community Improvement shall make determinations on applications, and may refuse to issue a permit whenever s/he determines, on the basis of objective facts and after a review of the application and input thereon by the Police Department, the Parking Authority, and by other Township agencies or departments involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or Township ordinance or would unreasonably interfere with parking, the use and enjoyment of adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare.

B. Further, the Township reserves the right to require one or more on-site patrolmen in situations where the proposed production may impede the proper flow of traffic, the cost of said patrolman to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

Section 7. Appeals

A. Any person aggrieved by a decision of the Township Director of Community Improvement denying or revoking a permit or a person requesting relief may appeal to a Township Committee, consisting of the Deputy Director of Public Safety, the Deputy Director of Parks and Public Property, and the Township Administrator, or their respective designees. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Director of Community Improvement.

B. An appeal from the decision of the Director of Community Improvement shall be filed within 10 days of the Director of Community Improvement's decision. In addition to the application on file with the Township, as part their appeal, the applicant may file with the Director of Community Improvement any other documents and written argument the applicant wishes the Township Committee to consider. Provided a timely appeal is filed, the Township Committee will consider the appeal based on the written record submitted by the applicant. Within 30 days following the submission of the applicant's appeal, the Township Committee shall issue a written decision, which shall be final.

Section 8. Waiver of requirements of this Ordinance by Director of Community Improvement

A. The Director of Community Improvement may authorize a waiver of any of the requirements, provisions or restrictions of this Ordinance if the Director of Community Improvement determines that a waiver thereof may be granted without endangering the public health, safety and welfare. In determining whether to issue a waiver, the Director of Community Improvement shall consider the following factors:

- (1) Potential traffic congestion at the location;
- (2) The applicant's ability to remove the applicant's vehicles and equipment from the public streets or other public property;
- (3) The extent to which the applicant is requesting restrictions on the use of public streets or public parking facilities during filming;
- (4) The nature of the filming, including whether filming will take place indoors or outdoors, and the proposed hours for filming;
- (5) The extent to which the filming may affect adjoining and nearby property owners and occupants; and
- (6) The Township's prior experience with the applicant, if any.

Section 9. Copies of permit; inspections

Copies of the approved permit will be sent to the affected Township departments before filming takes place and to the New Jersey Motion Picture and Television Commission. The applicant shall permit the Fire Prevention department or other Township inspectors to inspect the site and the equipment to be used, if deemed necessary by the applicable Township department. The applicant shall comply with all safety instructions issued by the Fire Prevention department and other Township inspectors.

Section 10. Reimbursement of certain costs

In addition to any other fees or costs mentioned in this Ordinance, the applicant shall reimburse the Township for any lost revenue, such as parking meter revenue, repairs to

public property or other revenues that the Township was prevented from earning because of filming.

Section 11. Fees

CATEGORY	FEE (not to exceed)
Basic filming permit (one-time; with 4 or more days advance notice of the first day of filming)	\$100
Expedited basic filming permit (one-time; with 3 or less days advance notice of the first day of filming)	\$250
Basic filming permit for nonprofits, including student films (one-time; no daily rate required)	\$25
Daily filming on public property	
<i>Film and television projects with a budget under \$20mm</i>	\$150
<i>Film and television projects with a budget over \$20mm</i>	\$500
Daily filming on private property	NO FEE CHARGED BY MUNICIPALITY
Public Safety	
<i>Hiring of off-duty police and fire inspections, according to agreed upon public safety plan</i>	The municipality's standard hourly rates for police and fire
Inconvenience fees	
<i>Street closures - more than 10,000 residents</i>	\$5,000
<i>Properties in background - or used - in shot</i>	Fee is negotiated between a production company and a private business or residence
<i>Daily prep of business that is being "dressed"</i>	Fee is negotiated between a production company and a private business
<i>Daily filming of business that is "dressed"</i>	Fee is negotiated between a production company and a private business
Parking fees	Same rates that are charged to the public

Section 12. Violations and penalties

Any person who violates any provision of this Ordinance shall, upon conviction thereof, be punished by a fine not exceeding \$2,000, imprisonment in the county/municipal jail for a term not exceeding 30 days, or a period of community service not exceeding 30 days, or any combination thereof as determined by the Municipal Court Judge. Each day on which a violation of this Ordinance exists shall be considered a separate and distinct violation and shall be subject to imposition of a separate penalty for each day of the violation as the Municipal Court Judge may determine.

Section 13. Delegation of Authority for other Actions to be a Film Ready Community

The Mayor, Township Administrator, Chief Financial Officer, Township Attorney, Township Clerk, Township Purchasing Agent, Director of Community Improvement, and any other necessary official, officer or employee of the Township be and they are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution, including the preparation of necessary documents, designating a liaison to NJMPTVC, and any other actions to have North Bergen designated a "Film Ready Community."

Section 14. Repeal of Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed as to the inconsistency thereof.

Section 15. Severability

If any part or parts of this Ordinance are for any reason held to be invalid, such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 16. Effective Date

This Ordinance shall take effect 20 days from the time of its final passage.

Introduced: May 21, 2025

Published: May 28, 2025
June 17, 2025

Adopted: June 11, 2025

Attest: Erin Barillas
Township Clerk

<u>Comm. Cabrera</u>	<u>YES</u>
<u>Comm. Pascual</u>	<u>YES</u>
<u>Comm. Rodriguez</u>	<u>YES</u>
<u>Comm. Vainieri</u>	<u>YES</u>
<u>Mayor Sacco</u>	<u>YES</u>