

“FILM IN MONMOUTH”

Any film or media production requesting the use of Monmouth County property must adhere to the Film in Monmouth Code of Conduct.

FIM CHECKLIST

How to Apply for a Film in Monmouth Permit – Take 1

1. Visit the Film in Monmouth Hub

Go to the County’s online Film in Monmouth Hub to start your application.

2. Read the Film in Monmouth Code of Conduct

All applicants must review and agree to these guidelines before submitting a permit request.

3. Complete and Submit the Permit Application

- Online submissions: Email the completed application to **FilmInMonmouth@co.monmouth.nj.us**
- In-person submissions: Deliver to the Monmouth County Hall of Records, Office of the Clerk of the Board of County Commissioners (Approving Agent)

4. Upload or Submit Required Supporting Documents (if applicable-See Code of Conduct)

Examples include:

- Location maps
- Production schedules
- Nuisance mitigation measures
- Any additional documents requested

5. Permit Application Review & Fee Calculation

You may be asked to provide additional information to complete the review.

Once all required materials are received, the Approving Agent (Clerk of the Board) will review the application and calculate the permit fee.

6. Permit Approval

When approved, you will be notified of the permit fee. The permit will be issued once the County receives:

- Payment of the permit fee and refundable performance surety deposit
- A Certificate of Insurance for \$1 million, including the language: “Monmouth County, its officers, and employees are included as additional insureds.”

There is no permit fee for Special Exception Productions, although a Certificate of Insurance may still be required depending on the request.

Production may not begin until the permit has been issued by the Approving Agent.

7. Permit Issuance

After all requirements are met, the Approving Agent will issue the official filming permit.

AND... ACTION