



The Corporation of the City of Sault Ste. Marie
Application Check List
Appendix A

The following are the Applicant's responsibility and the information must be submitted to the film office in accordance to the deadlines in these guides. Detailed instructions are listed in the Sault Ste. Marie Filming Guidelines.

- Completed Production Information Sheet
- Current Corporate Profile Report
- Completed Location Filming Permit Application (one for each location)
- Completed Parking Plan Map (one for each location)
- Provide Proof of General Liability Insurance (see below)
- Add ssmfilms@cityssm.on.ca to call sheet distribution
- Provide a copy of all notifications to residents/occupants/businesses prior to delivery
- Municipal Facilities Requests & Proof of Paid Municipal Fees (i.e. facility rental, building permits, road closures, etc.) ***if applicable***
- Gun Fire Application Form ***if applicable***
- SPFX Application Form ***if applicable***
- Special effects filming site map ***if applicable***
- Parking Plan if there are five (5) or more production vehicles ***if applicable***
- A copy of Transport Canada Special Flight Operations Certificate ***if applicable***
- A copy of Unmanned Aerial Vehicle Flight Plans ***if applicable***
- Proof of Paid Duty Police Officer ***if applicable***

SAULT STE MARIE - INSURANCE REQUIREMENTS

The Applicant shall, at its own expense, including the cost of deductibles, provide and maintain insurance coverage from an insurance company registered to do business in the Province of Ontario. A certificate of insurance shall be provided to the Film, Television, and Digital Media Coordinator and must be to the satisfaction of the City's Risk Manager prior to issuance of the Film Permit. In all policies, **The Corporation of the City of Sault Ste. Marie (99 Foster Drive, Sault Ste. Marie, ON, P6A 5X6)** must be named as an additional insured and a cross-liability clause must be included.

- A Commercial General Liability policy in the amount of not less than \$5,000,000 (five million dollars) per occurrence is required.
- Any other forms of insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, etc.) as the Corporation of the City of Sault Ste. Marie may require from time to time, in a form, for amounts and against risks, for which the City's Risk Manager shall determine.
- It is the responsibility of the Applicant to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures and other risk and to limits of coverage amounts usual to that of a prudent company in the filming business operating at the same capacity.