



## ST. TAMMANY PARISH FILM PERMIT CHECKLIST

All below materials and any additional that may be requested are required **before** filming begins

### Required for filming in ALL St. Tammany Parish jurisdictions and cities:

- St. Tammany Parish Tourist Commission online form submission:  
<https://www.louisiananorthshore.com/film-commission/film-application/>
- Copy of signed location agreement for each filming location
- Copy of signed location agreement for base camp, parking, etc.
- Copy of finalized production schedule
- Copy of production map per each filming location
- Copy of neighborhood notice with contact below included:  
Roberta Carrow Jackson, Manager of Film and Digital Communications, St. Tammany Parish Tourist Commission - [Roberta@LouisianaNorthshore.com](mailto:Roberta@LouisianaNorthshore.com); (985) 892-0520
- Copy of COVID-19 production guidelines
- Copy of drone operator's FAA license, if applicable

### St. Tammany Parish (STP) Government Jurisdiction:

- \$100 permit fee in cash, check or money order:
  - Deliver to 21454 Koop Drive, Building B, Mandeville, LA 70471, Attn: Ross Liner
  - The Office of Planning & Development is open 8:30am-4:00pm Monday through Friday
  - Check or money order made out to *St. Tammany Parish Government*
  - Online payment is not available currently.
- Certificate of Insurance (COI)
  - *St. Tammany Parish and all its entities; 21490 Koop Drive Mandeville, LA 70471*
- STP Sheriff detail for all Intermittent Traffic Control (ITC), road closure, detail, etc.
  - Contact: Lacey Kelly, (985) 863-6516, [LaceyKelly@stpsoc.com](mailto:LaceyKelly@stpsoc.com)
- Dept. of Transportation & Development (DOTD) for State Highway ITC or road closure needs
  - Contact: Ernie Matherne, (985) 375-0130, [ernest.matherne@la.gov](mailto:ernest.matherne@la.gov) and Scott Puls, (985) 375-0135, [scott.puls@la.gov](mailto:scott.puls@la.gov)

Submit all materials to Roberta Carrow Jackson, [Roberta@LouisianaNorthshore.com](mailto:Roberta@LouisianaNorthshore.com)

## CITY/TOWN/VILLAGE JURISDICTIONS

### **City of Covington:**

- City of Covington permit application
- Permit fee (\$25) submitted to City of Covington in cash, check or money order made out to *City of Covington*
- City police for all Intermittent Traffic Control (ITC), road closure, detail, etc.
- Certificate of Insurance (COI) for city of filming: "The City of Covington, its agents, and all of its departments, 317 N. Jefferson Ave., Covington, LA 70433"

### **City of Mandeville:**

- City police for all Intermittent Traffic Control (ITC), road closure, detail, etc.
- Certificate of Insurance (COI) for city: "The City of Mandeville, its agents, and all of its departments, 3101 East Causeway Approach, Mandeville, LA 70448"

### **City of Slidell:**

- City police for all Intermittent Traffic Control (ITC), road closure, detail, etc.
- Certificate of Insurance (COI) for city: "The City of Slidell, its agents and all of its departments, 2055 2nd St., Slidell, LA 70458"

### **Town of Abita Springs:**

- Abita Springs Police for all Intermittent Traffic Control (ITC), road closure, detail, etc.
- Certificate of Insurance (COI) for town: "The Town of Abita Springs, its agents, and all of its departments, 22161 Level St., Abita Springs, LA 70420"

### **Town of Madisonville:**

- Town of Madisonville permit application
- Madisonville Police for all Intermittent Traffic Control (ITC), road closure, detail, etc.
- Certificate of Insurance (COI) for town: "The Town of Madisonville, its agents, and all of its departments, 403 St Francis St., Madisonville, LA 70447"

### **Town of Pearl River:**

- Town of Pearl River permit application
- Certificate of Insurance (COI) for town: "The Town of Pearl River, its agents, and all of its departments, 39460 Willis Alley, Pearl River, LA 70452"

### **Village of Folsom:**

- Town of Folsom permit application
- Certificate of Insurance (COI) for town: "The Village of Folsom, its agents and all of its departments, 82378 June St, Folsom, LA 70437"

### **Village of Sun:**

- Village of Sun permit application
- Certificate of Insurance (COI) for town: "The Village of Sun, its agents and all of its departments, 30285 Lock No 3 Rd, Sun, LA 70463"

### **Bush and Lacombe:**

- Follows St. Tammany Parish Government Jurisdiction permit process