

How to Apply for a Film Permit Online

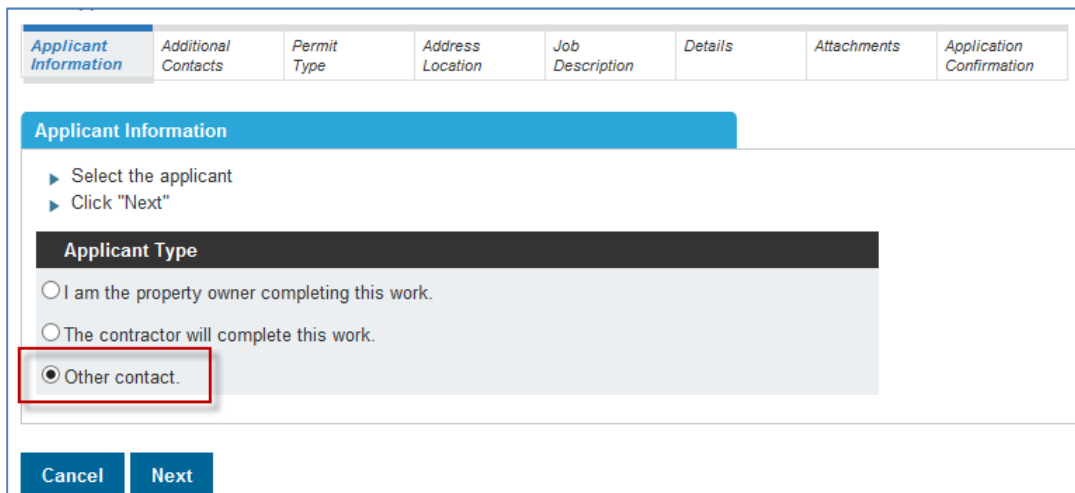
Steps

1. If you have not already, create an account
 - a. You will need to provide an address and telephone number that will not change between productions
 - b. See Register for an Account section for more instructions
 - c. This will only need to be done the first time
2. Log in
3. Select Apply for Use Permit



The screenshot shows the 'onlineservices' portal with the tagline 'submit your requests 24/7'. On the left is a navigation menu with links for 'Portal Home', 'My Account' (with a 'Modify Account' sub-link), and 'Applications' (with a 'Use Application' sub-link). On the right, there are two main sections: 'Look Up' and 'Apply'. The 'Look Up' section contains text about checking application status and a link to 'Use Permit'. The 'Apply' section contains text about providing application details and a link to 'Apply for a Use Permit', which is highlighted with a red rectangle.

4. Select Other contact under applicant type



The screenshot shows the 'Applicant Information' form within a tabbed interface. The tabs include 'Applicant Information', 'Additional Contacts', 'Permit Type', 'Address Location', 'Job Description', 'Details', 'Attachments', and 'Application Confirmation'. The 'Applicant Information' tab is active, showing instructions to 'Select the applicant' and 'Click "Next"'. Below this is the 'Applicant Type' section with three radio button options: 'I am the property owner completing this work.', 'The contractor will complete this work.', and 'Other contact.'. The 'Other contact.' option is selected and highlighted with a red rectangle. At the bottom of the form are 'Cancel' and 'Next' buttons.

5. Add the production company as a contact

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<div>Additional Contacts</div> <p>If you do not wish to add additional contacts, click "Next" to proceed to next step. To add additional contacts to this permit:</p> <ul style="list-style-type: none"> ▶ Click "Add Contact" ▶ Enter required contact information ▶ Click "Search" <div>Add Contact</div>							
<div>Cancel Previous Next</div>							

a. The Applicant Type is Other contact

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<div>Additional Contacts</div> <p>If you do not wish to add additional contacts, click "Next" to proceed to next step. To add additional contacts to this permit:</p> <ul style="list-style-type: none"> ▶ Click "Add Contact" ▶ Enter required contact information ▶ Click "Search" <div>Applicant Type* -- Select One --</div>							
<div>Cancel Previous Next</div>							

- b. The Contact Type is FILM PRODUCTION COMPANY
- c. You will need to know the exact company name
 - i. If you are not sure contact the film office
- d. For the Address type in %
- e. For City type in %
- f. Click Search

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
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Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Applicant Type*
Other Contact

Contact Type*
FILM PRODUCTION COMPANY

For Contact Type please select FILM PRODUCTION COMPANY

Company Name *
NOT A REAL FILM COMP

Address*
%

City*
%

Province
ON

Postal Code

Phone

Fax

Email Address

Comments

Search Clear

g. Select the entry with the Contact Type of FILM PRODUCTION COMPANY

Search Clear

2 matching records found.
Please review the following records:

- Select the matching record and click **Add Selected Contact**.
- If the contact you want to add is not in the search result,
 - Select the check box, **Create New Contact As Entered** and
 - Click **Add Selected Contact** to add this contact to the system.

Name	Address	Contact Type
NOT A REAL FILM COMPANY	555 MAKE BELIEVE ROAD TEST ON	FILM PRODUCTION COMPANY
NOT A REAL FILM COMPANY	555 MAKE BELIEVE ROAD TEST ON	TW PERMIT CONTACT

☐ Create New Contact As Entered
Applicant Type: Other Contact
Contact Type: FILM PRODUCTION COMPANY
Contact Name: NOT A REAL FILM COMPANY
Address: % %

Add Selected Contact

Cancel Previous

h. Click Next

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation							
Additional Contacts If you do not wish to add additional contacts, click "Next" to proceed to next step. To add additional contacts to this permit: ▶ Click "Add Contact" ▶ Enter required contact information ▶ Click "Search"														
<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Contact Type</th> </tr> </thead> <tbody> <tr> <td>NOT A REAL FILM COMPANY</td> <td>555 MAKE BELIEVE ROAD</td> <td>FILM PRODUCTION COMPANY</td> </tr> </tbody> </table>		Name	Address	Contact Type	NOT A REAL FILM COMPANY	555 MAKE BELIEVE ROAD	FILM PRODUCTION COMPANY	<table border="1"> <tbody> <tr> <td>Remove</td> </tr> </tbody> </table>		Remove				
Name	Address	Contact Type												
NOT A REAL FILM COMPANY	555 MAKE BELIEVE ROAD	FILM PRODUCTION COMPANY												
Remove														
<div>Add Contact</div>														
<div> <div>Cancel</div> <div>Previous</div> <div>Next</div> </div>														

6. Select Film Permit

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Use Permit Type ▶ Please select the use permit type ▶ Click "Next"							
<div> <div>Permit Type: *</div> <div>Film Permit</div> <div>▼</div> </div>							
<div> <div>Cancel</div> <div>Previous</div> <div>Next</div> </div>							

7. Select the location

a. Address

- i. Filming at a private residence or business.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation												
<div>Permit Location</div> <div> <input checked="" type="radio"/> Address <input type="radio"/> Filming is located in a City Park, Facility or Road <input type="radio"/> Other </div> <div> <p>Address Search: Search application address</p> <ul style="list-style-type: none"> Enter the Address Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St" Select the correct location by clicking on the appropriate address If you do not see the correct location, make changes to your search and try again Click "Search" </div> <div> <table> <tr> <td>Number</td> <td>Street Name*</td> <td>Type</td> <td>Direction</td> </tr> <tr> <td>100</td> <td>city centre</td> <td>--</td> <td>--</td> </tr> </table> <table> <tr> <td>City</td> <td>Province</td> </tr> <tr> <td>Mississauga</td> <td>Ontario</td> </tr> </table> </div> <div>Search</div> <div> <div>Cancel</div> <div>Previous</div> </div>								Number	Street Name*	Type	Direction	100	city centre	--	--	City	Province	Mississauga	Ontario
Number	Street Name*	Type	Direction																
100	city centre	--	--																
City	Province																		
Mississauga	Ontario																		

- ii. You will search for a Mississauga address
- iii. Click the matching address to proceed
- b. If there is more than one private address, enter the first or main address here and enter any other address in the Special Instructions field in the Permit Details Section

<div>Permit Location</div> <div> <input checked="" type="radio"/> Address <input type="radio"/> Filming is located in a City Park, Facility or Road <input type="radio"/> Other </div> <div> <p>Address Search: Search application address</p> <ul style="list-style-type: none"> Enter the Address Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St" Select the correct location by clicking on the appropriate address If you do not see the correct location, make changes to your search and try again Click "Search" </div> <div> <table> <tr> <td>Number</td> <td>Street Name*</td> <td>Type</td> <td>Direction</td> </tr> <tr> <td>100</td> <td>city centre</td> <td>--</td> <td>--</td> </tr> </table> <table> <tr> <td>City</td> <td>Province</td> </tr> <tr> <td>Mississauga</td> <td>Ontario</td> </tr> </table> </div> <div> <div>1 Matches Found</div> <table> <tr> <th>Number</th> <th>Dir</th> <th>Street Name</th> <th>Suffix</th> <th>Post Dir</th> <th>Apt</th> <th>City</th> <th>Province</th> <th>Postal Code</th> </tr> <tr> <td>100</td> <td></td> <td>CITY CENTRE</td> <td>DR</td> <td></td> <td></td> <td>MISSISSAUGA</td> <td>ON</td> <td>L5B-2C9</td> </tr> </table> </div> <div>Search</div>									Number	Street Name*	Type	Direction	100	city centre	--	--	City	Province	Mississauga	Ontario	Number	Dir	Street Name	Suffix	Post Dir	Apt	City	Province	Postal Code	100		CITY CENTRE	DR			MISSISSAUGA	ON	L5B-2C9
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- c. Filming is located in a City Park, Facility or Road
 - i. You can add these locations in the Details section by picking from a list

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Permit Location							
<input type="radio"/> Address <input checked="" type="radio"/> Filming is located in a City Park, Facility or Road <input type="radio"/> Other							
Please click next to continue.							
<div> <div>Cancel</div> <div>Previous</div> <div>Next</div> </div>							

d. Other

- i. Only use if the other options do not describe where filming will be located
- ii. The location will be typed into a text field

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Permit Location							
<input type="radio"/> Address <input type="radio"/> Filming is located in a City Park, Facility or Road <input checked="" type="radio"/> Other							
<div> <div>Location</div> <div></div> </div>							
<div> <div>Cancel</div> <div>Previous</div> <div>Next</div> </div>							

8. Pick the Work Type from the list

9. Click Next

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Job Description							
<ul style="list-style-type: none"> ▶ Select the work type ▶ Select the occupancy type ▶ Enter the Declared valuation ▶ Enter the Building Area in (square footage) ▶ Enter the Description of the proposed job ▶ Click "Next" 							
<div> <div>Work Type*</div> <div> <div>— Select One —</div> <div>Commercial</div> <div>Feature</div> <div>Mini Series</div> <div>Music Video</div> <div>Other</div> <div>Student</div> <div>TV Movie</div> <div>TV Series</div> <div>TV Special</div> </div> </div>							
<div> <div>Cancel</div> <div>Previous</div> <div>Save for Later</div> </div>							

10. Fill in all of the pertinent information in the Permit Details section

- a. You have to use the calendar popup to enter all dates and times.
 - i. You must click Ok to select the date and time

- ii. All From times default to 7:00AM
- iii. All To times default to 11:00PM
- b. If filming or parking on a City street, you must enter the locations in through the road use table
 - i. Select the Street Name
 - ii. Once you select the street name, the intersections for that street will be loaded into the Street From and Street To fields. The intersections are ordered by the street addresses.
 - iii. You must fill out every field, including a 0 if there is no paid parking.

Road Use	
Street Name	ADMIRAL BLVD
Street From	ADMIRAL BLVD/HURONTARIO ST/LONGSIDE DR
Street To	ADMIRAL BLVD/KENDERRY GATE
Date and Time From	2014/06/24 07:00 AM
Date and Time To	2014/06/24 11:00 PM
Road Used For	Parking
Parking Side	One Side of Road
Parking on residential roads is permitted on ONE side only.	
Number of Paid Parking Spaces (Max of 12)	0
Overnight Parking Requested	No
Add Location	

- iv. Once all of the fields are filled in, click on [Add Location](#) to move the information to the table. The page will move up to the top when the table is populated and you will need to scroll back down.
- v. Look in the grey box for a description of what some of the field values mean.

Road Use Details									
Street Name	Street From	Street To	Parking From Date and Time	Parking To Date and Time	Road Used For	Parking Side	Number of Paid Parking Spaces	Overnight Parking Requested	
ADMIRAL BLVD	ADMIRAL BLVD/HURONTARIO ST/LONGSIDE DR	ADMIRAL BLVD/KENDERRY GATE	24/06/2014 7:00:00 AM	24/06/2014 11:00:00 PM	1	O	0	N	Delete

* The Numbers in the Table Above Represent your Selections:

Road Used For: 0 = Filming; 1 = Parking; 2 = Both

Parking Side: O = One side of the road; B = Both sides of the road

- c. If parking in a public or private parking lot, you must enter the locations in through the parking lot location table.
 - i. Enter the name of the parking lot, or the building/business/mall associated with it
 - 1. (i.e. Mall Name parking lot, Living Arts Centre parking lot)
 - ii. You must fill out every field, and then click on [Add Location](#) to move the information to the table.

Parking Lot Location

Parking Lot Location:

Date and Time From:

Date and Time To:

Number of Spaces:

Overnight Parking Requested:

Private Property:

[Add Location](#)

Car Park Location Details:

Car Park Location | From Date and Time | To Date and Time | Number of Spaces | Overnight Parking Requested | Private Property

- d. The page will move up to the top when the table is populated and you must scroll back down.

Car Park Location Details:						
Car Park Location	From Date and Time	To Date and Time	Number of Spaces	Overnight Parking Requested	Private Property	
Nowhere mall parking	24/06/2014 7:00:00 AM	24/06/2014 11:00:00 PM	10	N	Y	Delete

11. You can change any information from the Summary screen before clicking Apply.


Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Use Permit Information Confirmation							
<p>To submit your application:</p> <ul style="list-style-type: none"> Confirm the use permit information is correct. If changes need to be made click the appropriate "Edit" button. Click the "Apply/Save" button to submit your permit. 							
Use Permit Information To Be Submitted							
Permit Type:		Film Permit					
Edit	Applicant Type:		Other contact				
	Primary Contact Name:		Name				
	Address:		300 City Centre Dr Mississauga ON L5N2C4				
	Phone:		(905)615-3200				
Edit	Name		Address		Contact Type		
	NOT A REAL FILM COMPANY		555 MAKE BELIEVE ROAD TEST ON		FILM PRODUCTION COMPANY		
Edit	Site Location:						
Edit	Occupancy Type:		Commercial				
	Work Type:						
	Declared Valuation:						
	Building Area:						
	Description:						
Edit	Detail page information.						
Cancel	Previous	Apply	Save For Later				

Register for an Account

Steps

1. Location Managers should apply as individuals
2. The secret answer is not masked and others can read it when you type it in
3. Contact Type
 - a. FILM CONTACT
4. The address should be one that does not change with different film shoots
5. Daytime phone is the only required phone number, you can enter your mobile number

Example

 **onlineservices**
submit your requests 24/7

Sign Up for New Account - Personal Information

Enter your information:

- ▶ Enter your preferred user name for login purposes. Use something you will remember like your email address.
- ▶ Enter your email address. This email address will be used to mail your initial enrollment confirmation and for submission notifications. You will be able to change your password later in "Modify Account".
- ▶ Enter your contact information to be used with your submittals.
- ▶ Click "Next".

*= Required Information

Enroll as a:

☒ Individual

☐ Company

Create User Name: *
(Use 5 to 50 characters for User Name)

Type your Password: *
(Password minimum length of 5 is required.)

Retype Password: *

Select a Secret Question to reset password: *

Enter your Secret Answer: *

Contact Type: *

Title: First Name: * MI: Last Name: *

Company Name: Position:

Address: *

City: * State/Province: * Postal Code/Zip: *

Country:


Daytime Phone: * Evening Phone:

Fax Number: Mobile Phone:

Email: *

Cancel Next

6. If there are no entries that match your entered information select Add new contact
7. Click Submit
8. You will receive an email confirming that an account was created.

 **onlineservices**
submit your requests 24/7

Personal Information Confirmation

- ▶ Review the information you entered.
- ▶ Also listed are users whose information matches yours. Please review this list to see if you are already in our database. If you find your information listed here, check the option next to it so it is not duplicated.
- ▶ If any information is incorrect, click "Click here to make changes to your entered information »".
- ▶ Click "Submit".

Personal information as entered:

Email: john.doe@email.com

Contact Type: FILM CONTACT

Name: John Doe

Address: 1212 Main Street
Mississauga, ON L5b3C1

Daytime Phone: (905)615-3200

Matched User

>>> No users matched the information you entered <<<

☒ Add new contact: Doe, John located at 1212 Main Street, Mississauga, ON L5b3C1

☐ DOE, JOHN located at 1212 Main Street, Mississauga, ON L5B3C1

[Click here to make changes to your entered information »](#)

Cancel

Submit