

## Humber College Student Productions: Applying for a CITY OF TORONTO Film Permit:

If you are planning to film on City of Toronto property – you must apply for a STUDENT FILM PERMIT. This PDF will guide you through the permit application web portal. Please ensure to apply for your permits **AT LEAST ONE WEEK** in advance of your shoot date.

### Website:

<https://www.toronto.ca/business-economy/industry-sector-support/film/film-permitting/>

### 1. Go to the website above to begin your application through the ACCESS FILMPAL Portal.

Toronto welcomes over 7,000 location shoots each year, including projects like Warner Bros' *Suicide Squad*.

Film permit requests, production information, insurance certificates and park maps can be submitted through the web portal, FilmPal. [Access FilmPal](#)

**Click there to begin your application**

**Using FilmPal**

- You must complete the mandatory fields of the production information form to the best of your knowledge. Any blank non-mandatory fields can be entered at a later date with your assigned film permit coordinator.
- Once you submit your application(s), you will receive a receipt. If you have a receipt, your applications were received. Keep your receipt as proof of submission. You may also forward your receipt(s) to [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca) or your assigned film permit coordinator (if known), as confirmation.
- You can **submit your insurance anytime online** by choosing your production from the drop-down list. Currently we accept JPG and PNG formats. If your certificate is in a different format, click the link at the top of the insurance page and attach it to the email.
- Using our **map**, confirm that the street name, type, direction and address are valid and entered correctly.
- The "Special Instructions" box can be used for scene description and impact on the streets/park/area. You may also provide such as laneway filming or if you are having difficulty with any other part of the submission process.
- Upload your letter when you fill out the application. Currently we accept JPG and PNG formats. If your letter is in a different format email it to [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca) or your film permit coordinator.
- Revisions and changes cannot be made online at this time. Email your assigned film permit coordinator and/or [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca). Do not submit a revised application online.
- To apply for another location permit, do not submit a new production information form again. Find your production under the "existing Production" drop down. Select it, then apply for additional permits.

**Contact Information**

Film & Entertainment Industries,  
Economic Development & Culture  
Toronto City Hall  
100 Queen St. W.  
Main floor, Rotunda North  
Toronto M5H 2N2  
Telephone: 416-338-3456  
Fax: 416-392-0675  
Email: [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca)

### 2. You must agree to Notice of Purpose before beginning your application.

**TORONTO** FOPS - Film Office Permitting System

Start > Production > Insurance > Location > Parking > File Upload > Review Application

[ You are in a Secure Site ]

**Notice of Purpose**

Information collected by the City of Toronto is for internal use and statistical reporting only.

This system does not confirm, hold, or issue film permits. City staff will follow up with you regarding your application.

Any questions or concerns regarding this form or the collection of information may be directed to:

Film & Entertainment Industries - Film  
Toronto City Hall  
100 Queen Street West  
Main floor, Rotunda North  
Toronto, ON M5H 2N2

Phone: 416-338-FILM (3456)  
Email: [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca)

I agree to this Notice of Purpose

The information on this form is collected under the authority of City of Toronto Act, 2006, S. 136 (b) & (c) and City Council Action, EX46.26, Aug 25, 2010. The information is collected by the Film Office Permitting System) to assist film producers with identifying city permits and services requirements and creates an application packet. The information will be held on a secure server and not by an external third party vendor. Questions about this collection can be directed to Toronto Film & Television Office (FTFO), Toronto City Hall, 100 Queen Street West, Main floor, Rotunda North, Toronto, Ontario, M5H 2N2 or by phone at 416-338-FILM (3456).

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### 3. Choose either NEW production or EXISTING (Pay attention to the difference)

**New Production**  
New productions must complete a production information form before applying for permits. Once completed, the online portal (FilmPal) will guide you to the next steps.

**Existing Production**  
If a production information form has already been completed, your production will be in the dropdown list.

**Click NEW if you are starting a NEW application for a NEW location**

**Click EXISTING if you need to update an application that you already submitted**

Next >

\*The rest of the guide follow a NEW application process\*

### 4. Fill out the application details following the guidance below.

**Project Title**  
NAME OF YOUR FILM HERE - NOT THE COURSE OR ASSIGNMENT NAME ✓

**Production Type**  
STUDENT FILMS ✓

**Content Provider**  
New ✓

**Always give your productions a unique name. Always select STUDENT FILMS!**

**Company Information**

**Production Company Name**  
Humber College ✓

**Street #** 205 ✓ **Suffix** **Street Name** Humber College ✓ **Type** Boulevard ✓ **Direct**

**Suite**

**PO Box**

**City**  
Etobicoke ✓

**Province / State**  
Ontario ✓

**Country**  
Canada ✓

**Postal / Zip Code**  
M9W 5L7 ✓

**Telephone Number** 416-675-3111 ✓ **Fax Number** 999-999-9999 **Email** YOUR EMAIL \*

**ALWAYS HUMBER (and north campus address) (Do not make up a production company name)**

**YOUR EMAIL**

Cast and Crew Information

Total # of Cast & Crew  ✓ Principal Cast Names

Management and Contact Information

Location Manager First Name  ✓ Location Manager Last Name  ✓  
Mobile Number  \* Email  \*

Location Manager First Name  Location Manager Last Name   
Mobile Number  Email

Assistant Location Manager First Name  Assistant Location Manager Last Name   
Mobile Number  Email

Assistant Location Manager First Name  Assistant Location Manager Last Name   
Mobile Number  Email

Producer First Name  Producer Last Name   
Telephone Number  Email



The person applying for the permit is by default the location manager (LM). So if you are the producer applying for the permit, then you must fill in your info for Location Manager.

Production Dates

Pre-Production Start  \* Camera Start  \* Camera Wrap  \*

Total Number of Shooting Days (including studio)  \* Shooting Days on Location in Toronto  \*

Shooting Days in Studio in Toronto  Studio Name

Number of production vehicles  \*



Even if you have crew cars coming to location, you put 0. You must figure out your own parking needs. The permit does not include production vehicles.

Budget Information

Total Budget  CAD ✓ Toronto Spend  CAD ✓ Post Production Budget  CAD \*  
If Toronto, Indicate Post House  Production Country of Origin  ✓ Toronto Playing As   
Other Country of Origin



Put zero for your budget if you are not spending anything on the production. Do not make up a fake budget.

### 5. Upload the City of Toronto Certificate of Insurance (COI) Available for download on the FMCA Production Hub.

Insurance Documentation 📄

\*\*\* Screenshot from the Production Hub \*\*

### 6. Ensure to select the correct permit type! Read carefully!

Location Manager Names:

Location Manager First Name \*      Location Manager Last Name \*

Assistant Location Manager First Name      Assistant Location Manager Last Name

Please select Permit Application Type.

New Application (select one)  
Grid

Toronto - City Streets

Filming B-roll, establishing shots, streeter interviews, etc. Bounded by N,S,E & W/City limits.  
No filming allowed on the streets inside the boundary of Queen St W, College St, Spadina Av, University Av without prior approvals (Grange Community Association).  
No filming in Kensington Market. No filming at Old Finch Ave and Reesor Rd without 48 hrs notice.  
NO FILMING IN ANY ONE LOCATION TO EXCEED ONE HOUR.

Filming From Date / Time      Filming To Date / Time

yyyy-mm-dd | hh:mm \*      yyyy-mm-dd | hh:mm \*

Camera / dolly track / equip on N / S / E / W / s sidewalk and/or curb lane

Picture vehicle description:  
pull up / pull away / pass-by shots under [Paid Duty Officers](#) supervision on street(s):

Travelling shot with normal traffic flow on street(s):  
 Camera in car     Involving tow rig

Intermittent traffic stoppages under [Paid Duty Officers](#) supervision on street(s):

Under Section 21 of the revised filming guidelines due to Covid, students are only allowed to apply for GRID Permits. This is still in effect. You must select Grid.

A Grid permit is a blanket permit that gives you 1-hour at each location across the city.  
YOU CANNOT FILM BETWEEN THE HOURS OF 11pm-7am WITH A GRID PERMIT!

IMPORTANT - The grid permit DOES NOT INCLUDE these locations! Read Carefully!

The Grid permit can be extended to up to 3 hours of filming per location but that needs to be requested to the film permit coordinator for approval. The coordinator will contact you when they receive your application and you can make the request then.

IMPORTANT NOTE:  
THE ONLY TIME YOU DO NOT SELECT GRID IS IF YOU ARE SHOOTING IN A CITY PARK.  
IF YOU ARE SHOOTING IN A CITY PARK, THEN SELECT PARK.

## 7. Review and Submit!

TORONTO
FOPS - F

Start >
Production >
Insurance >
Location >
Parking >
File Upload >
Review Application

**Project Title:**  
NAME OF YOUR FILM HERE - NOT THE COURSE OR ASSIGNMENT NAME

**Location Manager Name:**  
FIRST NAME

**Location Manager Last Name:**  
LAST NAME

**Filming Location Type:**  
Grid

Filming from Date / Time	Filming to Date / Time
2022-05-26 09:00	2022-05-27 17:00

**Additional Information:**

**Parking Locations:**

Location	Side	Parking From	Parking To

**Uploaded Files:**

**You should hear from someone from the film office within 5 business days!**

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Submit Application
Add Another Location

If you have any additional questions, email Megan Naylor - **Media Production Coordinator** - Film, Acting and Media Production (FAMP) - [production@humber.ca](mailto:production@humber.ca)