

Humber College FMCA 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

Click Here to begin your application

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

Access FilmPal

New film permitting fees are now in effect. Pay fees online once permit approved.

Using FilmPal

- You must complete the mandatory fields of the production information form to the best of your knowledge. Any blank

In This Section

Film	–
Careers in the Toronto Film Industry	+
Why Film in Toronto	+
Film Permitting	–
Insurance Requirements	
Plan Your Shoot	+
Support Network	
Resident Information	
Current Productions	

Contact Information

Film & Entertainment Industries,
Economic Development & Culture
Toronto City Hall
100 Queen St. W.
Main floor, Rotunda North

For any additional questions regarding this permit application or document please reach out to Megan Naylor - Media Productions Coordinator at megan.naylor@humber.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

I agree to this Notice of Purpose

The personal information on this form is collected under the authority of City of Toronto Act, 2006, S. 136 (b) & City Council Action, EX-2026, Aug 2026. Information is collected by FOPS (Film Office Permitting System) to assist film producers in identifying city permits and associated requirements and creates an application packet. The information will be held on a city database and not by an external third party vendor. For more information about this collection can be directed to Toronto Film & Television Office (TFTO), Toronto City Hall, 100 Queen Street West, Main floor, Rotunda North, Toronto, Ontario, M5H 2N2 or by phone at 416-338-FILM (3456).

Next >

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

TORONTO FOPS - Film Office Permitting System

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

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.

Next >

Click NEW if you are starting a NEW application for a NEW Production or Project

Click EXISTING if you need to update or add a location to an application (or project) you have already submitted.

4. Fill out the Application Details following the guidelines below:

Please enter your production information

Project Title
HUMBER COLLEGE - Name of your Film Here ✓

Production Type
STUDENT ✓

Content Provider
Name: _____

School Name
Humber College Institute of Technology and Advanced Learning ✓

Other School Name

Always put HUMBER COLLEGE first and then your student film name.

Always select STUDENT as the Production Type

Company Information

Production Company Name
Humber College ✓

Street # 205 ✓ **Suffix** _____ **Street Name** Humber College ✓ **Type** Boulevard ✓ **Direction** _____ ✓

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@HUMBER.ca EMAIL HERE *

ALWAYS HUMBER and always the North Campus address.
Do not make up a Production Company

This needs to be your HUMBER EMAIL so they can verify you are a Humber Student. ONLY @humber.ca emails are allowed.

Cast and Crew Information

Total # of Cast & Crew 5 ✓ **Principal Cast Names** _____

Management and Contact Information

Location Manager First Name ALWAYS PUT YOUR NAME HERE ✓ **Location Manager Last Name** EVEN IF YOU ARE NOT THE LM ✓

Mobile Number 999-999-9999 ext 1234 * **Email** _____ *

Location Manager First Name _____ **Location Manager Last Name** _____

Mobile Number 999-999-9999 ext 1234 **Email** aaa@bbb.com

Assistant Location Manager First Name _____ **Assistant Location Manager Last Name** _____

Mobile Number 999-999-9999 ext 1234 **Email** aaa@bbb.com

Assistant Location Manager First Name _____ **Assistant Location Manager Last Name** _____

Mobile Number 999-999-9999 ext 1234 **Email** aaa@bbb.com

The person filling out the form is by default the Location Manager (LM). So if you are the Producer applying for the permit you must put you information in the LM field.

Production Dates

Pre-Production Start
BEFORE SHOOTS * Camera Start
FIRST DAY OF SHOOT * Camera Wrap
yyyy-mm-dd *

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
0 STUDENTS DON'T GET VEHICLES *

Even if you are bringing cars to site put 0.
You must find your own parking.
The permit does not include production vehicles.

Budget Information

Total Budget
0.00 CAD ✓ Toronto Spend
0.00 CAD ✓ Post Production Budget
CAD *

If Toronto, indicate Post House Production Country of Origin
Canada ✓ 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 Production Hub See below:

TORONTO

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

Please attach the insurance Certificate(s) for your production as JPG(s) or PNG(s).
If the certificate is not available at this time OR is in a different format, email the certificate to filmtoronto@toronto.ca

[Do not attach or upload files greater than 10 MB]

Click "Next" to proceed.

Click here to select a file

Upload Certificate

Uploaded Files:

Rejected Files:

Insurance Documentation

Humber already has the Certificate of Insurance in place for the City of Toronto.
You DO NOT need to apply for a new COI.
The COI is on the Production Hub.

- The following insurance industry standard requirements must appear on your certificate:
1. General Comprehensive Public Liability in the amount of two million dollars (\$2,000,000).
 2. The City of Toronto, 100 Queen St. W., Toronto, Ontario M5H 2N2, must be named as an additional insured.
 3. A Cross Liability / Severability of Interest Clause must allow the City of Toronto to file a claim against you if your actions or operations injure the City of Toronto.

****Screen grab from the Production Hub****

WE ARE STORYTELLERS

WELCOME FMTV HOME BFMP HOME FMST HOME BRTV HOME RESOURCES

INSURANCE INFO

The following form is used to request Certificates of Insurance (COI) through Humber's internal insurance policy. When emailing the completed form to the Production Coordinator please include your PROGRAM and NAME in the subject of the email.

CERTIFICATES OF INSURANCE (COI)

When requesting a film permit from a City or Municipality they will require that you provide them with a COI.

NOTE: HUMBER DOES NOT COVER EQUIPMENT FROM RENTAL HOUSES, VEHICLES OR PROPERTY OWNED BY STUDENTS OR MEMBERS.

The following COIs have been prepared in advance for your use.

- ▶ *NEW* CITY OF TORONTO COI
- ▶ INSURANCE REQUEST EXAMPLE
- ▶ INSURANCE REQUEST FORM
- ▶ TORONTO TTC COI
- ▶ CITY OF HAMILTON COI

6. Ensure you select the correct permit type! Read carefully!

Location Manager Names:

Location Manager First Name *	Location Manager Last Name *
<input type="text"/>	<input type="text"/>
Assistant Location Manager First Name	Assistant Location Manager Last Name
<input type="text"/>	<input type="text"/>

Students are currently only allowed what is called a GRID Permit. You must only select GRID.

Please select Permit Application Type.

New Application (select one)
 ✓

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

Toronto - City Streets

Filming B-roll, establishing shots, streeeter 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.

IMPORTANT: The Grid permit DOES NOT INCLUDE these Locations! Read carefully!

Filming From Date / Time	Filming To Date / Time
yyyy-mm-dd * 07:00 ✓	yyyy-mm-dd * 23:00 ✓

The grid permit can be extended by up to 3 hours of filming per location. This needs to be requested to the film permit coordinator for approval. The coordinator will contact you when they receive your application and you can request an extension then.

Camera / dolly track / equip on N / S / E / W /s sidewalk and/or 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):

If you have multiple shoots planned on your GRID permit with multiple locations you should include all the dates you will be filming in the From/To Date range. You don't need to submit more than one permit application for multiple shoots on the same project. ex. Filming weekend of Feb 4th and Feb 11th. You only need one application that has the month of Feb indicated here.

7. Review and Submit!

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