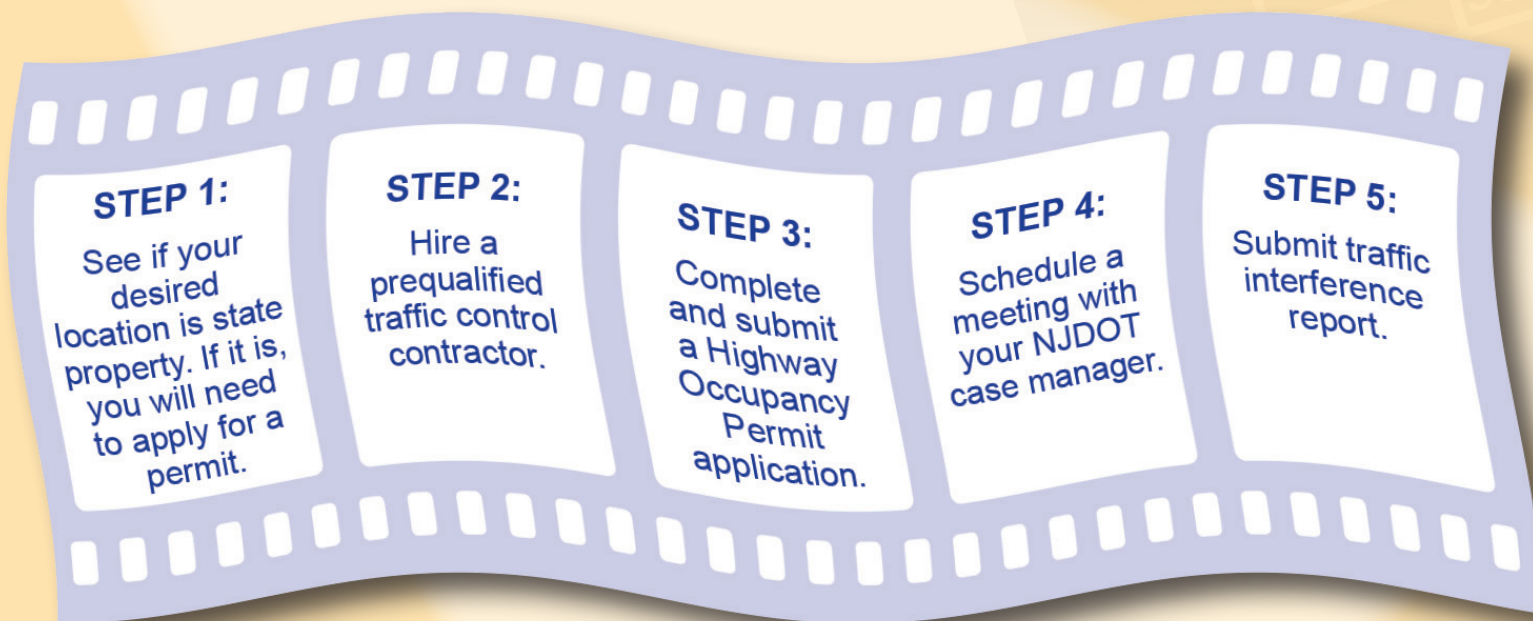


# NJDOT Highway Occupancy Permit (HOP) Process for TV & Film Production

## LIGHTS! CAMERAS! PERMITS?

Want to roll cameras on New Jersey's state roadways?  
NJDOT is here to guide you through the process.



Please submit your application well before production begins as it takes approximately 30 days to complete the HOP process after we receive your complete application package.

NJDOT has lane closure restrictions on some shore routes during the summer season, as well as on major, heavily trafficked highways.

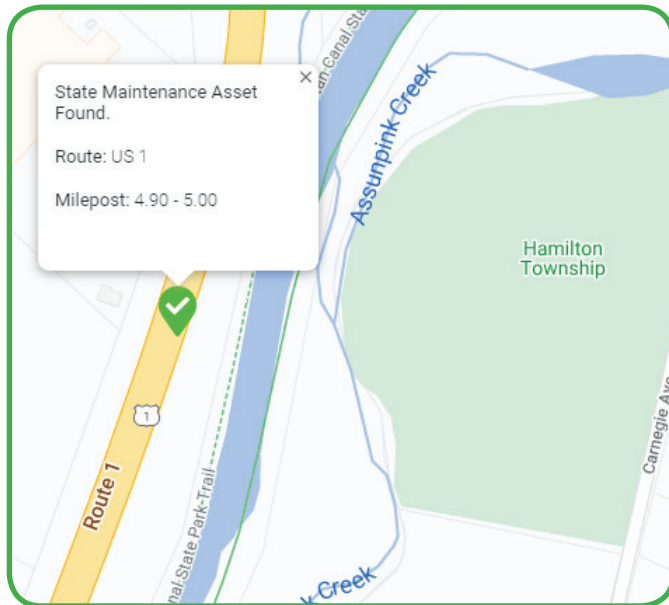
## STEP 1:

### Determine whether the roadway or property you want to use is owned or maintained by the state of New Jersey.

Use NJDOT's online problem reporting tool to determine whether the location you wish to use for filming or other production purposes is state-owned. Enter an address in the [Map Location](#) or drag the pointer to an exact location.

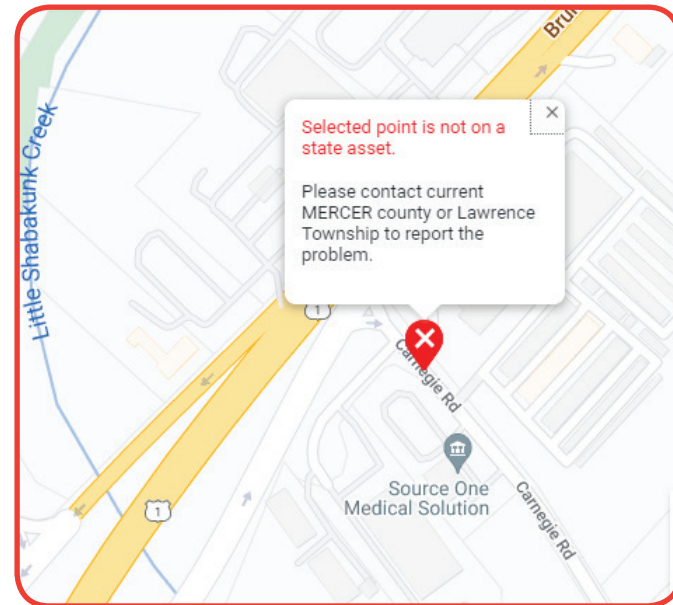
#### Green pointer?

This is state property and you will need a permit  
Proceed to Step 2!



#### Red pointer?

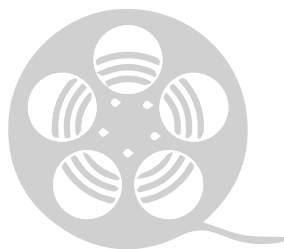
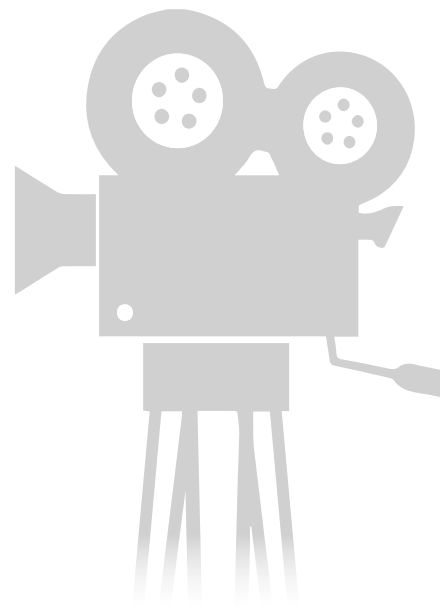
This is not state property. Please reach out the municipality, county or other entity noted for further assistance.



## **You will need a permit to film on or otherwise occupy any property owned or maintained by the state of New Jersey.**

### **Examples of this include:**

- you are planning to impede traffic on a state roadway
- you plan to shut down a section of a state roadway
- you need to occupy a state roadway
- your production will impact access to or egress from a state roadway
- you are planning to use or occupy NJDOT property for any purpose including parking
- you are filming from a drone, overhead of traffic or state property (Please note: You will need to use a licensed and experienced drone pilot and notify local airports if required.)



**Questions? Please contact our Operations Permits unit.**  
**Email: [DOT-OPS.Permits@dot.nj.gov](mailto:DOT-OPS.Permits@dot.nj.gov) Phone: 609-963-1489**  
**[DOT-OPS.Permits@dot.nj.gov](mailto:DOT-OPS.Permits@dot.nj.gov)**

## STEP 2:

### Hire a prequalified traffic control contractor.

NJDOT has prequalified several contractors who specialize in assisting with traffic control safety setup on state highways. They can guide you through the required paperwork and logistics involved with completing the HOP application, including creating a traffic control plan and completing lane closure and detour forms. When it is time to film, they will ensure a safe work zone for your crew.

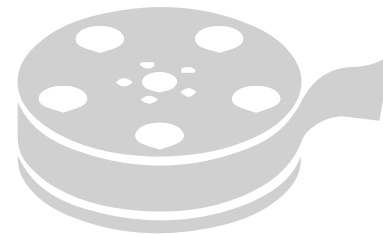
Companies with a classification of 24 on this list of [Prequalified Contractors](#) specialize in the maintenance and protection of traffic.

## STEP 3:

### Download and complete a Highway Occupancy Permit application.

- Click here to download the [MT-120A Application for Highway Occupancy](#). To find this on NJDOT's website, click the Doing Business drop-down on the home page and select Highway Occupancy Permits. Under the alphabetical list of Highway Occupancy Permits, scroll down to the "Miscellaneous" section and download form **MT-120A Application for Highway Occupancy**.
- If you hired a prequalified traffic control contractor, they can help prepare the plans and forms required, however you will be completing and submitting the application. Your company (not the contractor) should be listed as the applicant.
- IMPORTANT: Refer to the checklist on the next page to make sure you have all the required documents in your application package.
- Mail completed application to:

NJDOT Operations Permits  
P.O. Box 600  
1035 Parkway Ave.  
Trenton, NJ 08625



- You will receive a letter from NJDOT confirming your application has been received. This will include your permit application number and the contact information for your assigned case manager. Please note that if anything requires additional review from an NJDOT Subject Matter Expert, the approval process may take longer.
- If your application and traffic control plans are approved by NJDOT, a permit issuance package will be mailed to you.
- Sign the permit package and mail it back to the NJDOT Operations Permits address above. NJDOT will then mail you a final executed HOP package along with a blank Traffic Interference Report, including forms [TO-100](#) and [TO-101](#), which will be used to request lane closures and/or detours.

**Use these checklists before mailing your application package to make sure it is complete for the type of permit(s) you require.**

**Detour Permit Checklist:**

- ☐ Completed MT-120A form
- ☐ Traffic control plan
- ☐ Proposed detour route that includes all the required signs needed to implement a detour
- ☐ Documentation that the local authority in charge of roads supports the project and the proposed detour. However, in accordance with N.J.S.A 27:3-1, the local authority cannot/will not endorse a proposed detour if the detour affects or utilizes any state highway right-of-way(s).



**Lane and Shoulder Closure Permit Checklist:**

- ☐ Completed MT-120A form
- ☐ Traffic control plan
- ☐ Detailed description of the existing line striping plans and features of the desired filming location. This description should include, but is not limited to, the following descriptors: solid yellow line(s), solid white line(s), broken white line(s), stop sign(s), traffic light(s), manhole(s) utility pole(s), guiderail system(s), Jersey barrier(s), etc.
- ☐ Detailed description containing the number of lanes on the roadway and the shoulder width.
- ☐ Indication of any overpass(es).

## STEP 4:

### Schedule a meeting with your NJDOT case manager.

Once you receive your final executed permit documents back from NJDOT's permit office, please contact your permit case manager to schedule a pre-construction meeting at least 10 days before scheduling any work related to filming which would impact a state highway. During this meeting, the case manager will review the traffic control plans, production schedule, and what is expected of the contractor. Please pay special attention to the conditions noted in your permit.

## STEP 5:

### Submit detailed detour & closure permits.

Before any production work begins, you or your traffic control contractor are required to submit any necessary TO-100 (for detours) and/or TO-102 (for lane and shoulder closure) forms, along with the project's permit, to NJDOT **at least 72 hours** prior to the start of work.

