



# NORTHWEST ILLINOIS FILM PERMIT APPLICATION

The Northwest Illinois Film Permit provides the City with important information about activities that may have an impact on right-of-way considerations as well as the City's ability to provide emergency services to the public. Filming requires Film Office approval through the Whiteside County Economic Development Department and may also require additional permits from other City departments.

It is the responsibility of applicants to conform to current laws and requirements and to ensure that the conduct of approved filming take place in an orderly fashion within the prescribed dates, times and locations, whether public or private, consistent with the representations made by the applicant in the approved application. Failure to comply with requirements established by City departments can result in a shutdown of the filming with possible legal ramifications. A **location agreement, certificate of insurance, copy of script** (to be returned once reviewed) and **shooting schedule** must be submitted along with the **Film Permit Application** of the Film Liaison.

Please contact us as far in advance as possible of any planned filming to get your Film Permit Application approved quickly and on time. While **we require a minimum of three (3) days in advance of the film shooting date for approval of your film permit**, you should call the Film Liaison as soon as you begin to set tentative dates for filming. Additional approvals from other City departments may be required and you should plan for ample time to secure those permits.

## Permit Steps

1. Obtain liability insurance naming Whiteside County Economic Development Department as additionally insured. The Whiteside County Economic Development Department requires commercial general liability coverage with a minimum limit of \$1,000,000 (\$1 million) per occurrence and a \$2,000,000 (\$2 million) aggregate, with the City named as additionally insured.
2. Print and fill out the Film Permit Application.
3. Sign the Filming Location and Parking section on page 5 and any Letters of Notification applicable to residents or businesses on page 7.
4. Attach a script and scene description (if applicable), shooting schedule, list of signatures, addresses and phone numbers of surrounding businesses and/or residents.
5. Attach a map, description and scene sketch if requesting traffic control plan of the film site and/or route.
6. Call the Northwest Illinois Film Office at (815) 622-1106 or (815) 772-5182 to schedule a required meeting to have your application reviewed and considered for approval.
7. You may need to obtain additional permits as required for:
  - a. Sound Permit
  - b. Street Closure Permit
  - c. Facility Use Permit
  - d. Parade Permit
8. Once all necessary permit approvals and signatures are acquired, this application becomes a Film Permit.

Note: A copy of this application is retained by the Film Office to respond to all public inquiries.  
The applicant shall retain the original signed permit at all times on-site during filming.

### NORTHWEST ILLINOIS FILM OFFICE CONTACTS:

Gary Camarano, Film Liaison  
Whiteside County Economic Development Department  
200 East Knox Street  
Morrison, IL 61270  
Office: (815) 772-5182  
E-mail: [gcamarano@whiteside.org](mailto:gcamarano@whiteside.org)

Janell Loos, Director of Tourism/Film Contact  
City of Rock Falls, Tourism Department  
603 West 10<sup>th</sup> Street Suite 1-A  
Rock Falls, IL 61071  
Office: (815) 622-1106  
E-mail: [director@visitrockfalls.com](mailto:director@visitrockfalls.com)



New Application

Date of Application: \_\_\_\_\_

Revised Application

## FILM PERMIT APPLICATION

Gary Camarano, Film Liaison, (815) 772-5182

Permit #: NWIFO-\_\_\_\_\_

Janell Loos, Director of Tourism/Film Contact, (815) 622-1106

Project Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Production Company: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Fax Number: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Assistant Location Manager

Cell Number: \_\_\_\_\_

Film Location Address: \_\_\_\_\_

Interior

Exterior

From\*: (Day, Date, Time) to (Day, Date, Time)

From: \_\_\_\_\_ to \_\_\_\_\_

*\*Filming dates/times must reflect the moment production will arrive at the filming location (i.e., set up) and the time the last production vehicle leaves).*

Location of Base Camp\*:

*\*Base Camp cannot be on streets*

Provide a brief description of the scene below\*:

*\*You may substitute a script*

Craft Service: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Caterer\*:

Cell Number: \_\_\_\_\_

*\*Proof of health permits may be required*

Special Effects: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Federal Pyro Licensee: Yes  No

Pyrotechnics Yes  No

Contact Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_



# NORTHWEST ILLINOIS FILM PERMIT REQUIRED INFORMATION

## Section 1: Fees

There is no fee for use of City property. Fees are charged for posting of temporary No Parking signs, use of Police/Fire Department/City vehicles/personnel/Ambulance services. Please refer to the City Services Form for rates, requirements and services available.

## Section 2: General Information

1. Applicant/Production Company: \_\_\_\_\_
2. On-Site Contact: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
4. Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
5. Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
6. Producer (if different from applicant): \_\_\_\_\_
7. Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
8. Organization Type:       Corporation               Non-Profit               For Profit  
    Government               Student               Other \_\_\_\_\_
9. Insurance Provider: \_\_\_\_\_
10. Policy Number: \_\_\_\_\_
11. Copy of Insurance Attached: Yes  No
12. Naming Northwest Illinois as additional insured: Yes  No
13. Attach copy of Shooting Script, Shooting Schedule, Location Breakdown, Cast/Crew List: Yes  No
14. Daily Call Sheet to be e-mailed to Film Office.

## Section 3: Filming Description

Film Title or Project: \_\_\_\_\_

Production Type:       Still               Film               Video               Multimedia               Other

Classification:       Feature               Short               Commercial               Television  
                                  Music Video               Documentary               Educational               Student  
 Other \_\_\_\_\_



## Section 4: Filming Location and Parking\*

*\*Must be completed for each location*

Physical Address: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Prep dates: \_\_\_\_\_

Shoot dates: \_\_\_\_\_

List Sheet(s) affected by filming and proposed closures:

Identify any special parking and traffic circulation requirements (e.g. road closures, detours, parking layouts). Provide additional details as necessary.

Equipment and vehicle descriptions (include type, size, and quantity):

Sanitation and location facilities:

RVs and Hook-up facilities:

Trucks/Cars:

Generators:

Attach drawing showing parking of equipment/crew vehicles



Summarize sets and structures to be altered/erected:

Summarize any special effects planned\*: (pyrotechnics, explosions, weapons firing, car crashes, etc.)

\*Attach copies of ATF/Explosives Licenses:

Summarize the planned use of vehicles, aircraft, drones, helicopters, hot air balloons, etc.

Summarize the use of animals:

List any Northwest Illinois properties wanting to use:

\_\_\_\_\_  
Signature of Production Representative  
Telephone contact:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Gary Camarano, Film Liaison

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Janell Loos, Director of Tourism

\_\_\_\_\_  
Date Signed

**NORTHWEST ILLINOIS FILM OFFICE CONTACTS:**

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Whiteside County Economic Development Department  
200 East Knox Street  
Morrison, IL 61270  
Office: (815) 772-5182  
E-mail: [gcamarano@whiteside.org](mailto:gcamarano@whiteside.org)

Janell Loos, Director of Tourism/Film Contact  
City of Rock Falls, Tourism Department  
603 West 10<sup>th</sup> Street Suite 1-A  
Rock Falls, IL 61071  
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NORTHWEST  
ILLINOIS FILM OFFICE



## LETTERS OF NOTIFICATION

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and to describe the filming activities.

All letters of notification must be forwarded to the Northwest Illinois Film Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be received by the resident/business at least **48 hours** in advance of filming.

Please use the following checklist to ensure that your letter includes all relevant details.

1. Letter is on production company letterhead.
2. Production company name, working title and type of production are listed.
3. Name, title, and phone numbers of the location manager, assistant location manager are provided.
  - a. You must also include Gary Camarano, Whiteside County Economic Development Department, (815) 772-5182, and Janell Loos, City of Rock Falls Director of Tourism, (815) 622-1106
4. Duration of filming is given (dates and times).
5. Date(s) and time of day that production vehicles will arrive at location as well as wrap time and day must be included.
6. Street dressing, gunfire, and/or special effects must be included.
7. Specifics regarding proposed alternate parking arrangements for permit parkers have been included.
  - a. It is up to the production company to find alternative parking arrangements suitable to the residents.
8. Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we require a letter that provides residents, businesses, and other organizations in affected areas information concerning the type of activity that is planned related to the filming, and that they be assured that the production company is committed to making this a positive experience for all concerned. We expect that due respect and consideration will be extended to all residents in the areas in question.

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Janell Loos, Director of Tourism/Film Contact  
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Office: (815) 622-1106  
E-mail: [director@visitrockfalls.com](mailto:director@visitrockfalls.com)

Dear Resident,



We are planning to film scenes of \_\_\_\_\_ at  
\_\_\_\_\_

Proposed date(s): \_\_\_\_\_ Hours: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Descriptions of scenes and parking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have applied for the necessary permit(s) and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time.

Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this request, please contact us as the production office or by cell phone. Please don't hesitate to call.

**You may also contact:**  
 Gary Camarano, Film Liaison  
 Whiteside County Economic Development Department  
 200 East Knox Street  
 Morrison, IL 61270  
 Office: (815) 772-5182  
 E-mail: [gcamarano@whiteside.org](mailto:gcamarano@whiteside.org)  
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 City of Rock Falls  
 Office: (815) 622-1106  
 E-mail: [director@visitrockfalls.com](mailto:director@visitrockfalls.com)

\_\_\_\_\_  
Production Company

\_\_\_\_\_  
Production Office Phone Number

\_\_\_\_\_  
Production Representative

- I HAVE NO CONCERNS regarding the proposed activities.       I HAVE NO CONCERNS but prefer not to sign my name
- MY CONCERNS regarding the proposed filming activities are: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Resident/Owner Signature

\_\_\_\_\_  
Date

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total # of tenants in the building: \_\_\_\_\_

Addresses signed for: \_\_\_\_\_

*I, as manager of the above buildings, have notified all of the tenants and know of no substantial obligation to the proposed filming activity – I am signing on the tenants' behalf.*

\_\_\_\_\_  
Manager Signature and Phone

\_\_\_\_\_  
Date