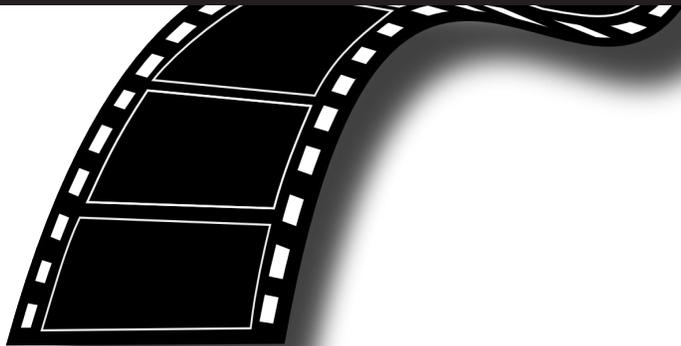
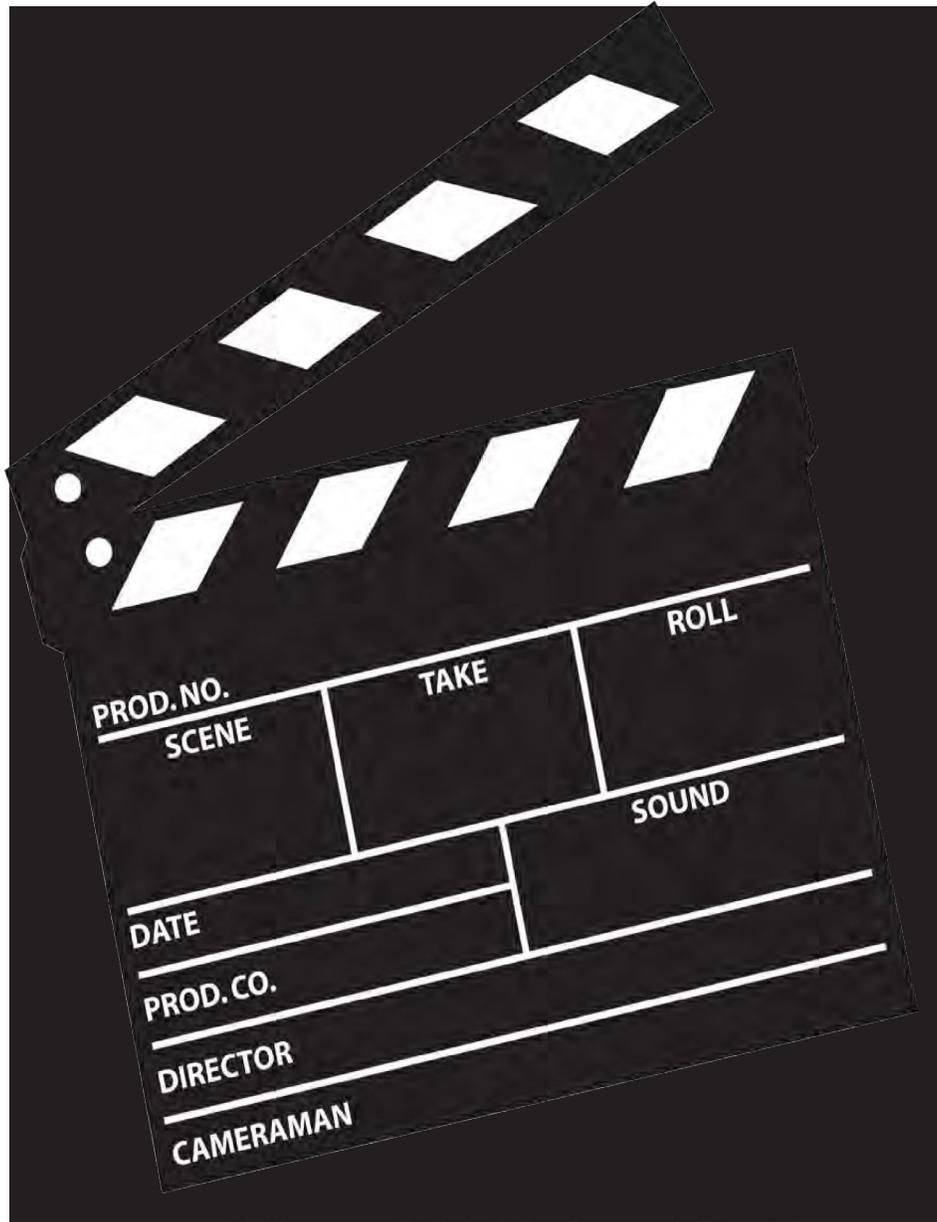


# Filming in Prospect Heights

Process, Regulations and Permit Application





Please take this form to Building Department prior to approval.

## City of Prospect Heights Temporary Filming Permit Application Packet

Building Department  
8 N. Elmhurst Road  
Prospect Heights, IL 60070

Office: 847.398.6070  
Fax: 847.590.1854  
dpeterson@prospect-heights.org  
pfalcone@prospect-heights.org

---

### Welcome to Prospect Heights!

Thank you for your interest in using the City of Prospect Heights as the backdrop for your film project. We appreciate your help in following the guidelines contained within this packet. Our goal is to help make your time in Prospect Heights as convenient and efficient as possible.

Temporary Filming Permits are needed in Prospect Heights for commercials, Public Service Announcements, documentaries, training films, television films or series, student films, independent films and videos, and feature films. Some still shoots and videos also require a permit, depending on the activity involved.

The Staff of Prospect Heights is here to help ensure your time in the city goes as smoothly as possible. If you or your crew have any questions or need help during the filming process, feel free to contact:

Building Department Director Dan Peterson at 847-398-6070 ext. 208 or  
Assistant City Administrator Peter Falcone at 847-398-6070 ext. 206

Thank you again for choosing Prospect Heights and we look forward to working with you.

Sincerely,

Patrick Ludvigsen  
Mayor, Prospect Heights

### **5-3-20: TEMPORARY FILMING PERMIT:**

- A. Purpose And Applicability: It is the intent and purpose of this section to provide regulations governing production and filming occurring within the corporate limits of the City of Prospect Heights.
- B. Production and Filming Permit Duration: Filming permits are issued for a limited timeframe. The approved duration of production and filming within the corporate limits of the City of Prospect Heights will be determined by City Staff and when necessary approved by the City Council.
- C. Additional Filming Requirements: Petitioner shall comply with all Building, Police, and Public Works requirements and pay such fees as deemed necessary by City Staff. Said fees will be in addition to the Temporary Filming Permit fee specified in this section.
- D. Temporary Filming Permit Fee: Temporary filming permit applicants shall pay an administrative fee of one thousand dollars (\$1,000.00) for the term of the permit. (Ord. O-21-23, 9-27-2021)

## **Film Permit Checklist**

- Participate in a production planning meeting with staff to determine the feasibility of the proposed project. A 10-day lead time is requested for film productions in Prospect Heights.
- Complete Filming Permit Application on page 6
- Pay Filming Permit fee (\$1,000.00). Checks payable to the City of Prospect Heights and delivered to the Prospect Heights Building Department.
- Acquire all traffic protection devices (sign, barricades). These must be provided by the permit holder or supplied by the City.
- Provide insurance certificate (\$1 million minimum coverage) naming the City of Prospect Heights as additionally insured. Fax certificate to the Building Department at 847.590.1854.
- Make restoration deposits if anything in the public way is to be disturbed. Value is based on actual replacement costs of any disturbed items. Checks should be made payable to the City of Prospect Heights and delivered to 8 N. Elmhurst Road, Building Department.
- Distribute community notice via leaflets to neighborhood/business districts 24 hours in advance of filming. See page 4 in this packet for more information.
- Schedule Prospect Heights Police and Prospect Heights Fire Protection District personnel as needed.

**For help regarding any of the above steps, contact  
Dan Peterson, Building Department Director at  
847.398.6070 or e-mail [dpeterson@prospect-heights.org](mailto:dpeterson@prospect-heights.org)**



## **City Noise & Parking Regulations**

The City of Prospect Heights Noise Ordinance is in effect seven days a week from 10 p.m. to 7a.m. Filming must be limited to this time frame. Variances may be granted with resident/business approval on a case by case basis.

In certain areas, parking on City streets is prohibited from 2:00 a.m. to 6 p.m. A variety of overnight and daytime parking options are available. For more information, call Police non-emergency at 847.398.5511.

## **Community Notice**

Notice must be provided to the affected neighborhood or business district 24-hours prior to filming. Notice can be provided in the form of a leaflet and should be distributed within a one-block radius of the filming location including parking areas, base camps and meal areas. Leaflets must be approved by the City prior to distribution.

The filming notice/leaflet should include the following: name of company, name of production, kind of production (e.g. feature film, movie of the week, TV pilot, etc.) type of activity, and duration (i.e., times, dates and number of days) and company contact (first assistant director, unit production manager, location manager).

## **Police Coordination**

Police coordination is available to film crews and will be arranged through the Police Department. Please plan ahead, as a ten-day lead time is requested to secure police services.

After determining the type of filming and the location, a supervisor will be assigned to each detail along with the number of officers requested.

Police services will be invoiced to the production company.

Cancellations must be made at least 36 hours in advance of the event. If cancellation is received with less than 36 hours' notice, each assigned officer must be paid for three hours of time.

## **Fire Protection**

Fire protection can be arranged through the Prospect Heights Fire Protection District at 847.253.8060, or e-mail to [tjones@phfire.com](mailto:tjones@phfire.com).

Fire Services requested and compensation for said services must be negotiated directly with the Fire Protection District.

# **Code of Conduct**

Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than stipulated in the permit, and park one by one with engines off. Cast and crew must observe designated parking areas.

When a production pass identifying the employee is issued, every member of the crew must wear it while at the location.

The removal, moving or towing of the public's vehicles is prohibited without the express permission of the City of Prospect Heights Police Department.

Do not park production vehicles in or block driveways without the express permission of the City of Prospect Heights or driveway owner.

Cast and crew meals must be confined to the area designated in the location agreement or permit.

Individuals must eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of the working day.

Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the City of Prospect Heights or property owner.

All signs erected or removed for filming purposes will be removed or replaced upon completion

of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.

The company must keep noise levels as low as possible.

Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts should be worn at all times, unless otherwise directed.

Crew members must not display signs, posters or pictures on vehicles that do not reflect common sense or good taste

Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

The cast and crew must not bring guests or pets to the location, unless expressly authorized in advance by the company.

Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.

Observe designated smoking areas and always extinguish cigarettes in proper receptacles.

Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.

The company will comply at all times with the provisions of the filming permit.

# City of Prospect Heights Temporary Filming Permit

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Filming Company \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

---

## REASON FOR FILMING

\_\_\_\_\_  
\_\_\_\_\_

---

## LOCATION OF FILMING

\_\_\_\_\_  
\_\_\_\_\_

---

## DURATION OF FILMING

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

---

## CITY SERVICES REQUESTED\*

Police Services/Traffic Control     Public Works/Water     Other: \_\_\_\_\_

\* costs of requested City services will be invoiced in addition to \$1,000.00 filming permit fee

- 
- **BARRICADES MUST BE AT EACH END OF ANY OBSTRUCTION IN THE PUBLIC RIGHT-OF-WAY.**
  - **A CERTIFICATE OF LIABILITY INSURANCE SHOWING THE CITY OF PROSPECT HEIGHTS AS "ADDITIONAL INSURED" IS REQUIRED FOR ANY STREET OR RIGHT-OF-WAY OBSTRUCTION.**

The applicant hereby certifies that the necessary traffic protection will be supplied or will be requested to be provided by the City of Prospect Heights, and that, if approved, the permit is only valid for the date(s) specified on this permit.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

---

### OFFICE USE ONLY

Permit Number: \_\_\_\_\_ Admin/Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Recd: \_\_\_\_\_ Police Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Recd: \_\_\_\_\_ Public Works Approval: \_\_\_\_\_ Date: \_\_\_\_\_