

2026

Film Permit Application



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City of Peoria, Illinois
1/1/2026



Contents

Terms and Conditions.....	2
Production Company/Applicant information:	4
Production Information.....	5
City Services	6
Acknowledgment	7
Filming Guidelines.....	8
Film Permit Application Checklist	9
Fee Schedule	10
Sample Filming Notice Template.....	11
Shooting Schedule by Location Form	12

Terms and Conditions

By submitting an application for a Film Permit, the Producer acknowledges and agrees to the following Terms and Conditions. Compliance with these requirements is mandatory for all permitted film activities. Failure to comply may result in revocation of the permit and/or enforcement action as permitted by law.

1. **Producer Responsibility –**

- A. The Producer submitting the Film Permit Application is responsible for ensuring that all case and crew members are informed of and comply with this Code of Conduct. The Producer shall distribute these Terms and Conditions to all personnel involved in the production and take reasonable steps to ensure adherence.
- B. Film production crews are considered guests in the communities in which they film and shall treat residents, businesses, and visitors with courtesy, civility, and respect at all times.
- C. The Producer agrees to obtain permits, when appropriate from all governmental institutes affected by the production.
- D. The Producer acknowledges and agrees to pay in full all permit/license, city service fees, and other charges as deemed necessary by the City of Peoria.

2. **Parking Restrictions –**

- A. “No Parking / Tow Zone” signs and meter covers may be posted by the production company without prior approval from the Peoria Police Department – Parking Enforcement.
- B. Meter covers shall be provided at the expense of the production company prior to the closure of public streets.
- C. The relocation or towing of vehicles from permitted zones may only be performed by the Peoria Police Department – Parking Enforcement, and only when adequate public notice has been provided and clearly visible “No Parking / Tow Zone” signage has been posted.
- D. Access to City-owned parking decks shall be provided at the expense of the production company, if applicable.
- E. Production vehicles shall not enter permitted areas prior to the filming dates and times listed on the Film Permit Application. If filming dates are consecutive and production vehicles are intended to remain on site, prior approval must be obtained from the Peoria Police Department.
- F. Production vehicles shall not block fire hydrants, bus stops, crosswalks, handicap ramps, or handicap parking spaces.
- G. Loading zones are restricted parking spaces designated for specific buildings and businesses. Production parking in loading zones is prohibited without the express consent of the affected business.

3. **Vehicular and Pedestrian Traffic**

- A. Public access to businesses, buildings, and residences must be maintained at all times. Entrances shall not be blocked.
- B. Vehicular traffic control may only be implemented by the Peoria Police Department and/or the Peoria Fire Department.



FILM PERMIT APPLICATION

- C. Any cables or equipment placed on sidewalks or across crosswalks must be properly covered, secured, and maintained to ensure public safety.
4. Noise – Production activities shall be conducted in a manner that minimizes noise impacts on the surrounding area.
 - A. Pyrotechnics, simulated gunfire, or other loud special effects are permitted only between 7:00 AM and 10:00 PM.
 - B. Pyrotechnics, Fireworks, simulated gunfire, etc must be conducted under the supervision of the Peoria Police Department and the Peoria Fire Department.
5. Private Property – Filming shall not occur on private property, nor shall access to adjacent properties be restricted, without the prior and written consent of the property owner or authorized agent.
6. Trash and Site Restoration – The Producer shall be responsible for removing all trash, debris, signage, and production materials from the filming location at the conclusion of each filming day and shall restore the location to its pre-filming condition.
7. Vegetation and Environmental Protection – The removal, trimming, or disturbance of trees, landscaping, or other vegetation is prohibited without prior written authorization.
8. Etiquette and Community Relations – All interactions with the public shall be conducted in a reasonable, respectful and non-disruptive manner.
 - A. All production personnel shall be prepared to present identification, permits, and location agreements upon request.
 - B. The production shall ensure heightened consideration and care when filming near schools, hospitals, daycare centers, places of worship, and other similarly sensitive locations.
9. Notification Requirements – When filming in residential neighborhoods or business districts, the production shall provide proper advance notification to affected residents, business owners, and/or building managers regarding the nature, dates, times, and impacts of production activities.
10. Enforcement - Violation of any provision of these Terms and Conditions may result in permit suspension or revocation, denial of future permits, assessment of additional fees, and/or any other remedies available to the City under applicable law.

I agree to the Terms and Conditions listed above.

Signature of Producer

Date

Producer Name (Printed)

Name of Production Company



Production Company/Applicant information:

Name: _____

Business Type:

Association Corporation Limited Liability Company Non-Profit Organization

Partnership Proprietorship Individual Federal ID# _____

Contact Email: _____

Contact Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Film Producer (Applicant):

Name: _____

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____ State ID or Driver's License Number: _____

Film Director:

Name: _____

Contact Email: _____ Contact Phone: _____

Birthdate: _____ State ID or Driver's License Number: _____

Point of Contact On-Set:

Name: _____

Contact Email: _____ Contact Phone: _____

Birthdate: _____ State ID or Driver's License Number: _____



Production Information

Project Title: _____

Project Type:

Film Television/Commercial Music Video Industrial Student* Other

If Other, please explain: _____

*Must provide a valid Student ID.

Filming Timeline: _____

Estimated Number of Production Days: _____

DATE	LOCATION	START	END	# OF PEOPLE ON SET

Attach additional sheet if necessary or complete the included Shooting Schedule by Location Form with this application.

Filming Location Site Map(s) must be Included with this Application: YES NO

If No, the application will not be processed until the Site Map(s) is received.

Estimated Number of Cast and Crew: _____

Will there be:

- 1. Child Actors YES NO
- 2. Animal Use YES NO

Estimated Number of Vehicles:

Personal Cars _____ Equipment Trucks _____ Passenger Vans _____

Camera Cars _____ Picture Cars _____ Motorhomes _____

Trailers/Dressing Rooms _____ Other Vehicles (Describe) _____

Will you require overflow parking? YES NO



Will any of the following occur during filming?

- 1. Simulated Gunfire YES NO
- 2. Pyrotechnics/Fireworks YES NO
- 3. Live Burn YES NO
- 4. Aircraft/Drone Use YES NO
- 5. Vehicle Stunts YES NO
- 6. Stunts YES NO
- 7. Simulated Car Chase YES NO

If you checked “Yes” for numbers 1,2, or 3 additional permitting will be required.

If you checked “Yes” for number 4, a copy of a valid drone/aircraft license must be provided with this application.

If you checked “Yes” for numbers 5,6, or 7. Permission from the Peoria Police Department will be required, as well as an on-site medical team.

Equipment to be used during production. Check all that apply.

- Jib Arm Tents/Stakes Dolly Track Drone(s) Generator(s) Stages Scaffolding
- Temporary Structures Tents

If checked “Tents”, Provide Size & Number of Tents to be used: _____

Equipment, when applicable, must meet the City’s Building Code requirements, and may require additional permits and/or inspections from the Code Enforcement or Fire Department.

City Services

Are you planning a Street Activity? YES NO

If yes, note that the placement of stakes or digging in streets is prohibited. Any painting must be approved by the Public Works-Streets Department. Explain your Activity.

Are you planning on using electricity? YES NO

If yes, you will be required to have inspections by our building inspections and/or Fire Department.

Are you closing streets? YES NO

If yes, please indicate your provisions for this service.

Will you need traffic, crowd control, and or security? YES NO

If yes, please indicate your provisions for this service.



Will you need First Aid/EMS services? YES NO

If yes, please indicate your provisions for this service.

Acknowledgment

I hereby agree to operate the described production in accordance with all regulations and conditions imposed by the laws of the State of Illinois and the laws, ordinances, and regulations of the City of Peoria for filming events. I understand any false statement could result in the revocation or denial of this application.

Signature of Producer (Applicant)

Date

Printed Name

Filming Guidelines

Public Safety and City Services

City services may be required to support public safety and convenience. Staffing levels are determined by the Police Department or the appropriate Department Head based on the needs of the production. Applicable fees are outlined in the fee schedule included with this application.

Parking and Meter Covers

Production companies must contact the Peoria Police Department – Parking Enforcement before posting any parking signs or meter covers. Meter covers will be provided at the production's expense prior to closing public streets or parking lots. Only the Peoria Police Department – Parking Enforcement is authorized to relocate parked vehicles within permitted zones.

Filming Hours in Residential Areas

Filming in residential areas is permitted between 7:00 a.m. and 10:00 p.m., in accordance with the City of Peoria Noise Ordinance (Chapter 15, Article III). Filming outside of these hours requires advance approval from the City.

Neighborhood Notification

When filming in residential neighborhoods or business districts, advance notification is required. At least seventy-two (72) hours' notice must be provided to residents and/or businesses within a one- to two-block radius of the filming location, depending on the scope of the production. Notification fliers must include the production company name, filming dates and times, parking or traffic restrictions, any special effects (such as pyrotechnics or simulated gunfire), and on-site contact names and phone numbers. A sample notification template is included with this application. Final notices must be approved by the City prior to distribution. A sample letter is included with this application packet.

Neighborhood Impacts

Productions must minimize impacts to surrounding neighborhoods. Filming activities, vehicles, and equipment may not interfere with routine services such as garbage collection or street sweeping. Access to private property must remain open unless prior permission is obtained from the property owner.

Clean-Up

All filming locations must be kept clean. Trash and debris must be removed at the end of each filming day.

Use of City Logo

Use of the City of Peoria logo in any format requires prior approval from the City Manager's Office. For logo use requests, contact the Strategic Communications Manager at speterson@peoriagov.org or **309-494-8560**.



Damage to City Property

The production is responsible for any damage to City property resulting from filming activities. Repair or replacement costs will be billed to the producer.

Other Jurisdictions

Not all streets within the City limits are owned or maintained by the City of Peoria. Filming on roadways under the jurisdiction of other local, state, or federal agencies may require additional permits or approvals.

Film Permit Application Checklist

Have you?

- ✓ Signed and dated your application?
- ✓ Attached your location Site map(s) with clearly marked street closures, barricades, course routes, tents, stage, food trucks, any obstacles, first aid facilities, emergency vehicle access routes, restricted driving lanes, vendor placement, restroom or portable toilets, designated parking and handicap parking areas, designated smoking/vaping areas 15 feet from the event?
- ✓ Paid Your Non-Refundable Application Fee?
- ✓ Paid for City Services? (if applicable)
- ✓ Provided a license and permit bond? (Guidelines for bond requirements under Fee Schedules)
- ✓ Provided a certificate of your insurance? (Guidelines for Certificate of Insurance under Fee Schedules)
 - Route, event location, date(s)etc. all must be included in the description section, or (Route, Location, etc.) as indicated on the Filming Schedule.
 - See Fee Schedule for liability insurance minimum amount.
 - Copies of the insurance should be mailed to each agency listed below (if applicable):
 - City of Peoria, 419 Fulton St. Rm 111 Peoria, IL 61602
 - Illinois Department of Transportation 401 Main St. Peoria, IL 61602
 - Peoria Park District 6017 N Knoxville Ave Peoria, IL 61614 (Only for Riverfront Events)
 - Heartland Parking 108 S Madison Peoria, IL 61602

Questions? Contact City of Peoria - Accounts Receivable Office:

Phone: 309-494-8588

Email: specialevents@peoriagov.org

Address: 419 Fulton St. Rm. 111 Peoria, IL 61602



Fee Schedule

Application Fee Schedule:

Application filed is for a Student Film (Budget \$50,000 or less)	\$0.00
Application is filed 30 days or more prior to filming start date	\$150.00
Application is filed 29 days or less prior to filming start date	\$250.00

City Services Fee Schedule:

Peoria Police Department*	\$100.00/hr per Officer
Public Works**	\$100.00/street closure
Fire Department / EMS	Hourly Rate/Staff

Additional License / Permit Fee Schedule

Fireworks (Pyrotechnic) Permit	\$500.00
Tent Permit	\$50 / 2 tents
Recreational Fire Permit	\$10.00
Bonfire Permit	\$80.00
Prescribed Burn Permit	\$100.00

Liability Insurance Schedule:

Minimum coverage limits:

General Commercial Liability	\$2,000,000.00
Personal Injury	\$1,000,000.00
Damage to Premises	\$1,000,000.00
Medical Expense	\$5,000.00 / person
License & Permit Bond	\$25,000.00

Additional license or permits may be applicable, but may not be provided in this schedule.



Sample Filming Notice Template

PLEASE INCLUDE YOUR COMPANY LOGO/LETTERHEAD

FILMING NOTICE

Dear Residents & Business Owners:

(Production Company Name) will be filming scenes for the (series/movie/commercial) titled (Project Name) in your neighborhood on:

Insert all dates and times (include preparation and strike dates and times)

To park essential vehicles and equipment, streets in your area will be posted as NO PARKING/TOW ZONE during the following dates/times:

Insert all dates and times/ location

If you have any questions, concerns or special needs, PLEASE CONTACT:

Location Manager (Name and Number)

On-Site Coordinator (Name and Number)

Additional Details:

- (Please include details of street closures, alternative parking, and/or special effects)
- Permits and traffic control, if required, are being coordinated by the City of Peoria and the Peoria Police Department.
- We will NOT block driveways, loading zones, fire hydrants, bus stops or handicap ramps or parking spots.

If you have any additional questions regarding this filming, you may also contact Stacy Peterson, the City of Peoria's Strategic Communications Manager, at speterson@peoriagov.org or 309-494-8560.

We look forward to filming in your neighborhood and thank you for your cooperation.

