visit champaign county

CHAMPAIGN COUNTY FILMING PERMIT GUIDELINES

The following guidelines must be adhered to in order to film in Champaign County:

1. Film permit applications will be arranged through the Champaign County Film Office, who will coordinate the process with the appropriate municipalities and city or county services. Permits will be issued by the municipality in which filming will take place.

2. Permits are required when filming impacts the public way (streets, sidewalks, alleys, etc.). Permits may also be required when filming in City Parks or Forest Preserves, or on the University of Illinois campus. NOTE: News crews, handheld interviews, documentaries, B-roll, and other low impact productions typically do not require a permit, as long as it does not interfere with vehicular or pedestrian traffic.

3. Permits are valid for specific locations, dates and times as requested in the application.

4. Applications for permits must be submitted 30 days prior to the beginning of filming. Rush fees may apply for obtaining permits prior to 30 days. Processing time for films with pyrotechnics, closure of city streets or rerouting of public transportation may take longer so plan accordingly.

5. There is a non-refundable $25 application-filing fee for a film permit. Permits will incur a $50 per day fee made payable to Visit Champaign County prior to granting the permit.

6. A certificate of insurance naming the appropriate City or Village as an additional insured in the amount of $1,000,000 general liability, and $1,000,000 bodily injury, property damage and automobile liability, must be received with the permit application. (**Students and Filmmakers with budgets under $50,000—Please contact the Champaign County Film Office regarding insurance needs.*)

7. Uniformed Police Officers will be assigned to production at the expense of the production company, when the Chief of Police or his designee deems it advisable for public safety and convenience. The number of officers assigned will be determined by the police department based on the needs of the production to guarantee maximum safety and security of the public. Contact the Film Office for the fee schedule based on your location.

8. No parking signs/meter covers must be posted by the production company or the appropriate City of Village Parking Enforcement, at the expense of the production company within 72 hours prior to closing streets or parking lots.

9. The relocation of parked vehicles from permitted zones can only be performed by the appropriate City or Village Parking Enforcement per arrangement with the Champaign County Film Office.

10. Arrangements for overflow crew parking must be made in advance with the Champaign County Film Office.

11. Residential areas can be used for filming between 7:00 a.m.–10:00 p.m. in accordance with the Champaign County Nuisance Ordinance. Filming at any other time must receive prior approval from the Champaign County Film Office and the appropriate City and Police personnel.

12. A minimum of 72 hours notice is required to notify residents within a 1–2 block radius of the shooting location depending on the scope of the production. Notification fliers must include the production company, shooting times, parking or traffic restrictions, any special effects utilized (pyrotechnics, simulated gunfire, etc.) and the appropriate contact names and phone numbers for on-site personnel. Sample template can be provided by the Film Office. Final piece must be approved by the Champaign County Film Office prior to mailing or canvassing.

13. The production company shall not interfere with the normal activities of a neighborhood. Filming crews and equipment should not interfere with garbage collection, street sweeping, etc. and access to private property cannot be blocked unless permission is procured.

14. No littering is permitted and all garbage must be cleaned up prior to leaving the location.

Questions regarding these guidelines should be directed to Ryan Reid at the Champaign County Film Office:
217-351-4133 or ryanr@visitchampaigncounty.org.