



CHICAGO CULTURAL CENTER • 78 E. WASHINGTON • ROOM 108 • CHICAGO IL. 60602  
312-744-6415 \* FILMOFFICE@CITYOFCHICAGO.ORG \* FAX: 312-744-1378

## CITY SERVICES REQUEST FORM

CDOT PERMIT REFERENCE NUMBER : DOT- \_\_\_\_\_

1. TYPE: Film \_\_\_ TV \_\_\_ Commercial \_\_\_ Still \_\_\_ \* Student \_\_\_ Music Video \_\_\_ Corporate Media \_\_\_ Web Series \_\_\_

2. FILMING DATES: \_\_\_\_\_

3. PROJECT TITLE: \_\_\_\_\_

4. COMPANY NAME: \_\_\_\_\_ \* SCHOOL: \_\_\_\_\_

5. ADDRESS: \_\_\_\_\_

6. CITY, STATE ZIP: \_\_\_\_\_

7. CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

8. OFFICE PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

9. LOCATION NAME & STREET ADDRESS: \_\_\_\_\_

10. PROJECT DESCRIPTION: \_\_\_\_\_

11. STREET CLOSURE: No \_\_\_\_\_ Intermittent \_\_\_\_\_ Full \_\_\_\_\_ Date/Time: \_\_\_\_\_

Area of Closure: \_\_\_\_\_

12. CITY SERVICES: We will coordinate the scheduling of all required City personnel listed below.

**NO PARKING SIGNS:** List streets to be used for filming and production vehicle staging (no crew cars). Per permit approval, these areas will be posted as "No Parking" zones. **Be specific: include the exact street address, side of the street, and start/end time.**

Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHICAGO POLICE: Amount Requested: SGT \_\_\_\_\_ Officers \_\_\_\_\_ Squads \_\_\_\_\_

Reporting Location: \_\_\_\_\_ Date/Time: \_\_\_\_\_

TOW TRUCK: Reporting Location: \_\_\_\_\_ Date/Time: \_\_\_\_\_

On-site Location Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

SPECIAL EFFECTS/PYROTECHNICS: \_\_\_\_\_

(may require additional permitting and notification)

OTHER: \_\_\_\_\_