



2025 FILMING APPLICATION



PLEASE RETURN YOUR APPLICATION VIA EMAIL TO:

CITY OF GARY
MEDIA AND COMMUNICATIONS DEPARTMENT
401 BROADWAY #102 GARY, IN 46402 cogfilm@gary.gov
(219) 806-6489

2025 Application for Filming/Commercial Photography

Welcome to Gary's Film Permit Process

The City of Gary welcomes filmmakers and photographers to discover our diverse shooting locations - from the scenic Indiana Dunes to our historic buildings and urban streetscapes. We're committed to creating a film-friendly environment while ensuring both your production's success and public safety. Located just outside Chicago, Gary offers production teams cost-effective alternatives without sacrificing location variety or quality.

Permit Requirements

All production companies must adhere to the local ordinances governing film production within the City of Gary, and all individuals or entities engaged in filming activities must obtain the necessary permits prior to commencement of production. Permit applications shall be submitted no later than fourteen (14) days prior to the first scheduled date of filming. Additional processing time shall be required for applications that include requests for street closures, filming on freeways or bridges, and/or the use of special effects. Journalists and television networks filming b-roll are exempt from this requirement.

All sections of the application must be completed. If a section is not applicable, the applicant shall indicate "N/A" (non-applicable). Upon approval, the permit shall be issued to the primary contact designated in the application. The permittee is required to maintain a copy of the approved permit and a valid insurance certificate on-site at all times during filming.

Activities Requiring Prior Authorization

The following activities must be disclosed to the City of Gary within the permit application below so we can properly coordinate support from our Public Works, Police, and Fire departments to ensure a successful production:

1. Filming in a public right-of-way (like streets, sidewalks, freeways, bridges, or public spaces)
2. Activities that may impact vehicular or pedestrian traffic flow, which will require coordination with public works, police and fire departments.
3. Use of drones, fire/pyrotechnics, special effects, weapons, firearms or outdoor nudity, which requires advance notification to ensure appropriate safety oversight.
4. Filming in historically significant or structurally sensitive locations, which may require additional safety assessments and protective measures.

Early notification of these activities allows us to allocate the necessary resources to support your production while minimizing disruption to our community and ensuring all safety protocols are properly implemented.

Supporting Documentation

Please include with your application any necessary supporting documentation including (but not limited to): proof of insurance, signed hold harmless agreement (s), location agreement(s), an FAA drone certificates and registrations (if applicable), pyrotechnic licenses, safety plans and site plans. These documents are essential for permit approval and help ensure both the safety of your production and our community.

City of Gary Film Fee Schedule

Based on the information provided in the permit application below, the City of Gary determines the required level of police, fire, and media office liaison presence needed for each production. These personnel requirements are assessed and built into the total cost of the permit(s) required for your production company.

- Application fee (non-refundable):
 - A. Students- \$25
 - B. Non-Students- \$50
- Rush/Urgent permit fee:
 - A. \$150 - if submitted less than 2 weeks in advance
 - B. \$300 - if submitted less than 1 week in advance
- Standard Permits:
 - A. Feature, Indie, Short, Commercial, Video/documentary permit
 - I. (less than 10 cast and crew) First Day \$150, each additional day \$75
 - II. (10-39 cast and crew) First Day \$200, each additional day \$150
 - III. (40-69 cast and crew) First Day \$250, each additional day \$175
 - IV. (more than 70 cast and crew) First Day \$300, each additional day \$250
 - B. Student Film First day \$50, each additional day \$25.00
 - C. Drone Filming
 - I. First day, \$150, each additional day \$75
 - II. Student First day, \$50 each additional day \$25
 - D. Still Photography
 - I. First day, \$150, each additional day \$75
 - II. Student First day, \$50 each additional day \$50

- Public Works:
 - A. Street closure: \$250 per block / day
 - B. Sidewalk or Alley Closure: \$100 per block / day
- Staff:
 - A. Police/Fire officer: \$75 per hour / 4 hour minimum
 - B. Fire Truck/Police or City Car: \$100 per hour / 4 hour minimum
 - C. Media / film office liaison: \$50 per hour / 4 hour minimum
- Location Categories and Fees: (city owned properties only – permission required from City of Gary)
 - A. Standard Location Fee: \$100 per day
 - B. Active or Hi-Impact Location Fee: \$300 per day
- Penalty for violation.
 - A. In addition to any other penalty provided by law, any person who violates this section of the Ordinance shall be fined no more than \$2,500.00 for each offense. Each day that a violation continues counts as a separate offense.

Application/Production Type

STEP 1

☐ Student - \$25 Application

☐ Non-Student - \$50 Application

Rush/Urgent Processing Fee

☐ A \$150 fee will be required if submitted less than 2 weeks in advance of onsite pre-production and filming.

☐ A \$300 fee will be required if submitted less than 1 weeks in advance of onsite pre-production and filming.

Production Type (Please Check)

☐ Feature Film

☐ Advertisement/Commercial

☐ Television

☐ Independent Film

☐ Short Film

☐ Events/Brand Activation Filming

☐ Student Film

☐ Drone Filming

☐ Music Videos

☐ Documentary

☐ Web-Series/ Podcast/ Social Media

Production Title: _____

Total # Cast/Crew: _____

Company: _____

Phone: _____

Address: _____

City: _____

State: _____

Zip: _____

Filming Locations/ Dates & Times

STEP 2

List the Location Categories and Fees (city-owned properties only – permission required from City of Gary). The City of Gary will use this information to determine location fees and estimate the necessary support from Public Works, Police, and Fire departments for a successful production.

Location Fees:

A. Standard Location Fee: \$100 per day

B. Active Location Fee: \$300 per day

1. Location: _____

Address: _____

Start Dates/Time: _____

End Dates/Time: _____

2. Location: _____

Address: _____

Start Dates/Time: _____

End Dates/Time: _____

3. Location: _____

Address: _____

Start Dates/Time: _____

End Dates/Time: _____

4. Location: _____

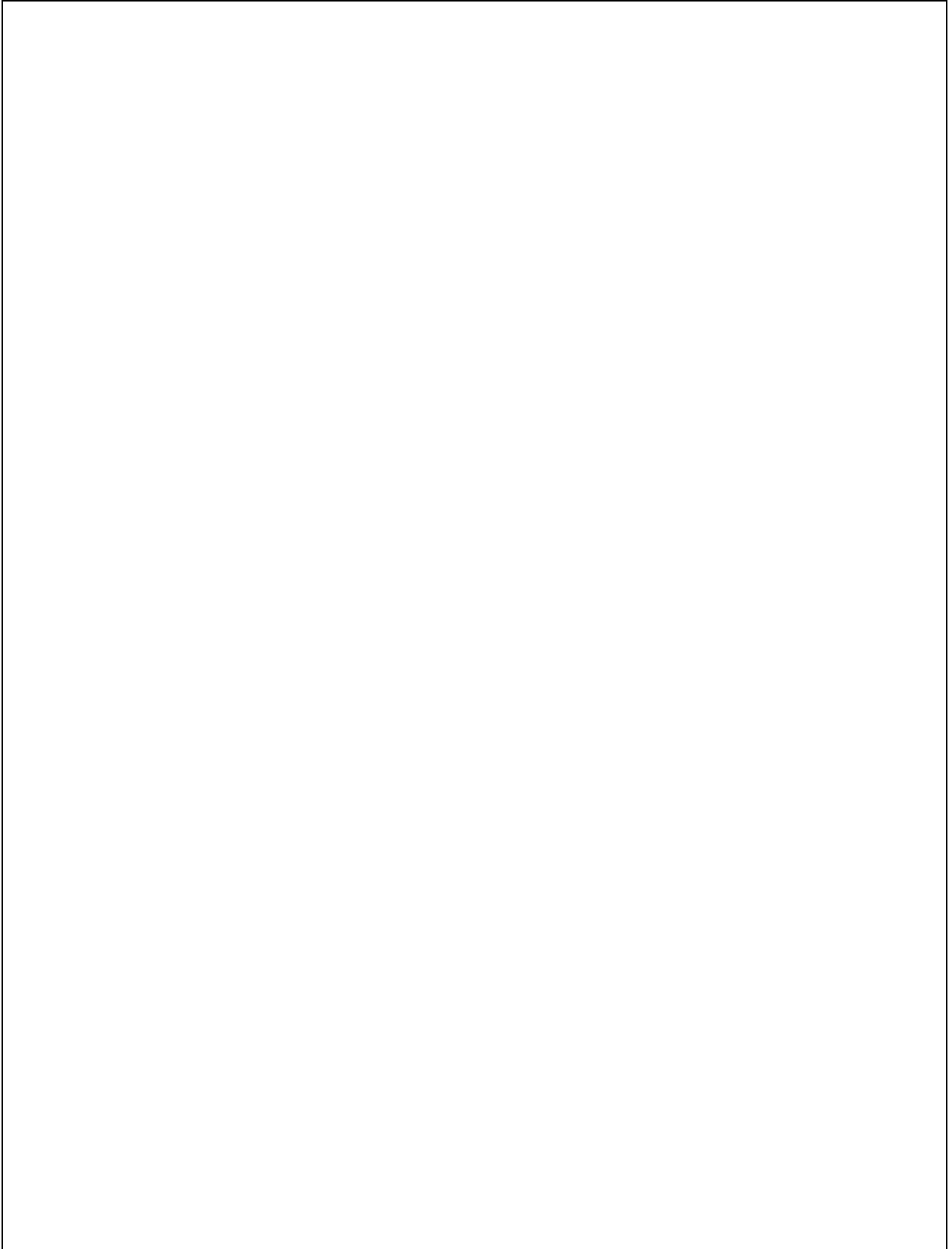
Address: _____

Start Dates/Time: _____

End Dates/Time: _____

**Attention: filming in Gary Parks Department facilities or venues requires additional approval and may incur additional fees*

ADDITIONAL NOTES / QUESTIONS:



Filming Action

STEP 3

List the location numbers from step 2 and quantity needed for each location. The City of Gary will use this information to estimate the necessary support from Public Works, Police, and Fire departments for a successful production.

| Traffic Control & Props | Location # | # of each |
|---|------------|-----------|
| 1. Sidewalk Closure (\$100 per block/ day) | | |
| 2. Outdoor Nudity | | |
| 3. Overnight Parking | | |
| 4. Street Closure (\$250/per block/day) | | |
| 5. Smoke or fog effects | | |
| 6. Rain/Snow Effect | | |
| 7. Candles | | |
| 8. Animals | | |
| 9. Pyrotechnics | | |
| 10. Police Car (\$100 per hour/ 4-hour min) | | |
| 11. Fire Truck (\$100 per hour/ 4-hour min) | | |
| 12. Guns | | |
| 13. Trailer | | |
| 14. Other Weapons | | |
| 15. Tents | | |
| 16. Stages | | |
| 17. Drugs | | |
| 18. Alcohol | | |
| 19. Booths | | |
| 20. Parking Signs | | |
| 21. Drones | | |

Please provide description on filming activities:

| Insurance Information | |
|---|----------------|
| STEP 4 | |
| Applicants must provide proof of commercial general liability insurance with coverage of at least \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. The City of Gary must be named as an additional insured on a primary, non-contributory basis. | |
| Insurance Company Name: | |
| Insurance Agent: | Policy Number: |
| General Liability: | |
| Please include a copy of COI (Certificate of Insurance) If this is NOT B-Roll and/or if filming is not on personal property. | |

| List on Street Parking Only | | |
|-----------------------------|--------------------------------|---------------------------------|
| STEP 5 | | |
| Vehicles | # of vehicles on street | # of vehicles off street |
| 1. Trucks | | |
| 2. Crew Cars | | |
| 3. Vans | | |
| 4. Trailers | | |
| 5. Car Carrier | | |

Company Signature and Acknowledgment

I, the undersigned, hereby certify that I am a duly authorized representative of the Company with full legal authority to execute this document on the Company's behalf. I affirm that I have read, fully understood, and agree to comply with all terms, conditions, and requirements set forth in this Permit Application and all applicable provisions of the Gary Filming Ordinance.

I acknowledge that any misrepresentation, falsification, or material omission of information in this application may result in immediate revocation of the permit, forfeiture of all fees paid, and potential legal action. I further understand that failure to adhere to the approved permit conditions, including but not limited to location restrictions, filming hours, and safety protocols, may result in permit revocation, and impact future permit applications by the Company.

Name: _____

Title: _____

Signature & Date: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Website: _____