*Village of Glendale Heights*
*300 Civic Center Plaza*
Glendale Heights, Illinois 60139
(630) 260-6030

FOR OFFICE USE ONLY

Date Received _____

Amount $ _____

License # _____

# HOME OCCUPATION BUSINESS LICENSE APPLICATION

ALL INFORMATION MUST BE COMPLETE

PLEASE PRINT

**Date of Application:** _____

**Business Name:** _____

**Business Owner's Name:** _____ **DOB** _____

**Address:** _____ **Telephone #:** _____

**Tax ID #:** _____ **Drivers Lic. #:** _____

**Property Owner's Name (if other than Business Owner)** _____

**Home Address:** _____

**City, State, Zip:** _____

**Telephone:** _____

**Type of Business :** _____

**Describe in detail:** _____

_____

**Total Square Footage of Business Area** _____

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- **IMPORTANT –PLEASE READ CAREFULLY***

**I have read and understand the Home Occupation regulations as setforth in 11-4-9 of the Glendale Heights Zoning Ordinance. I hereby agree to comply with all the regulations associated with the operation of a Home Occupation. I further understand and acknowledge that any violation of the regulation may result in the issuance of a citation for a zoning violation and/or the revocation of the Business License.**

**Applicant Signature** _____

**Title** _____

**License Expires December 31** **Date** _____

# HOME OCCUPATIONS

Regulations governing Home Occupations are setforth in 11-4-9 of the Glendale Heights Zoning Ordinance. Any resident proposing to operate a Home Occupation must comply with the following:

## 11-4-9 HOME OCCUPATIONS

Subject to the limitations of this section, any home occupation that is customarily incidental to the principal use of a building as a dwelling shall be permitted in any dwelling unit.

A. Definition: A "home occupation" is a business, profession, occupation, or trade that:

1. Is conducted for gain or support by a full time occupant of a dwelling unit; and
2. Is incidental and secondary to the use of such dwelling unit for residential purposes; and
3. Does not change the essential residential character of such dwelling unit.

B. Use Limitations:

1. Employee Limitations:

a. The operator of every home occupation shall be domiciled in the dwelling unit where such occupation is conducted.

b. No employee who is not domiciled in the dwelling unit where a home occupation is conducted shall be present in connection with, or otherwise participate in the operation of, a home occupation at any time. For the purposes of this subsection B1b, the term employee shall not include persons domiciled in the dwelling unit where such home

occupation is conducted. This limitation on the number of employees shall not apply to employees who do not work at the dwelling unit devoted to such home occupation.

2. Structural Limitations:

a. No alteration of any kind shall be made to the dwelling unit where a home occupation is conducted that would change its residence character as a dwelling unit, including the enlargement of public utility services beyond that customarily required for residence use.

b. No separate entrance shall be provided in connection with the conduct of any home occupation.

3. Operational Limitations:

a. Every home occupation shall be conducted wholly within a principal dwelling unit or permitted accessory structure; provided, however, that this subsection B3a shall not apply to a daycare home operated as a home occupation.

b. No more than a total of three hundred (300) square feet of floor area (exclusive of garage floor area devoted to permissible parking of vehicles used in connection with the home occupation) of any dwelling unit or any permitted accessory structure shall be specially designed, arranged, or set apart for the conduct of a home occupation; provided, however, that this subsection B3b shall not apply to a daycare home operated as a home occupation.

c. No stock in trade shall be displayed or sold on the premises of any home occupation.

d. No routine attendance of patients, clients, subcontractors, or employees associated with any home occupation shall be allowed at the premises of the home occupation; except, that attendance of up to eight (8) children at any one time may be allowed at a daycare home operated as a home occupation, and that the attendance of up to four (4) persons at any one time may be allowed for the purpose of receiving private instruction in any subject or skill. "Routine attendance" means that the conduct of the home occupation requires nondomiciled persons to visit the premises of the home occupation as part of the regular conduct of the occupation, without regard to the number, frequency, or duration of such visits.

e. No mechanical, electrical, or other equipment that produces noise, electrical or magnetic interference, vibration, heat, glare, emissions, odor, or radiation outside the dwelling unit or any permitted accessory structure that is greater or more frequent than that typical of equipment used in connection with residence occupancy shall be used in connection with any home occupation.

f. No outdoor storage shall be allowed in connection with any home occupation.

g. No refuse in excess of the amount allowable for regular residence pick up shall be generated by any home occupation.

h. Commercial vehicles used in connection with any home occupation shall be subject to the requirements of section 11-4-11 of this chapter.

4. Signage; Changes In Appearance Of Premises: There shall be no visible evidence of the conduct of such occupation other than one nonilluminated sign, one square foot in area or less, mounted flat against the wall of the principal building, and there shall be no change in the outside appearance of the premises.

5. Traffic Limitations: No home occupation shall generate more vehicular or pedestrian traffic than is typical of residences in the area.

6. Nuisance Causing Activities: In addition to the foregoing specific limitations, no home occupation shall cause or create any nuisance, or cause or create any substantial or undue adverse impact on any adjacent property or the character of the area, or threaten the public health, safety or general welfare, or be noxious, offensive, or hazardous.

7. Licensing Requirements: Every home occupation shall be subject to applicable business licensing and inspection requirements, and shall comply with all applicable federal, state, and local laws and regulations, including, without limitation, obtaining, maintaining, and complying with regulations applicable to any required federal, state, or local license or permit.

8. Certificate Of Zoning Compliance: A certificate of zoning compliance shall be obtained for every home occupation.

9. Prohibited Occupations: Home occupations shall not include:

a. Any wholesale or retail business that involves the use of commercial vehicles for delivery of materials to or from the premises.

b. Any manufacturing or processing operation.

c. Any repair or service establishment.

d. A barbershop or beauty parlor.

e. A stable or kennel.

f. A restaurant.

g. A clinic or hospital.

h. A mortuary.

i. A child daycare center.

j. A private club.

k. The renting of trailers.

l. A tourist home. (Ord. 99-02, 1-7-1999)

m. Firearm sales, except for federally licensed firearms dealers subject to compliance with subsection B10 of this section. (Ord. 2007-46, 6-21-2007)

n. Ticket sales outlet.

o. Any activity that creates noise, fumes, odor, dust, electrical interference, or pedestrian or vehicular traffic that is more than normal for the area in which it is located. (Ord. 99-02, 1-7-1999)

10. Firearms And Ammunition:

a. All persons engaging in home occupation activities for which a federal firearms license is required shall store firearms in locked cases or firearms safes. No open display is permitted.

b. Firearms ammunition shall only be stored in locked, fireproof cases.

c. In addition, no more than one customer is permitted at the residence at one time.

d. Any firearms sold and delivered to a customer must be secured with an approved trigger lock or gunlock prior to leaving the residence. (Ord. 2007-46, 6-21-2007)