



**VILLAGE OF
HOMEWOOD**
2020 Chestnut Road,
Homewood, IL 60430
(708) 206-3385

APPLICATION FOR HOME-BASED BUSINESS PERMIT

BUSINESS NAME:

APPLICANT INFORMATION:

Name:

Business Phone:

Address:

Home Phone:

Fax:

PROPERTY OWNER INFORMATION (if different than applicant):

Name:

Phone (daytime):

Address:

Fax:

Square footage of residence:

Square footage of residence used for business:

Please describe the type of business you will be conducting from your residence:

Will customers/clients come to your residence to conduct business?

Yes

No

If yes, how many and during what hours of the day?

Will merchandise be stored on the property?

Yes

No

If yes, please describe what type, quantities, and where it will be stored?

REQUIRED SUBMISSIONS:

Completed application

Signed statement indicating compliance with home-based business Class I and Class II standards (*attached*)

Plat of survey with legal description

If the applicant is not the owner of the property, a letter from the owner authorizing the applicant to operate the business from the home is required

Office Use Only

Zoning of Property:

R1

R2

R3

R4

Requested Action:

Class I permit

Class II permit

Date Application Received:

Case No.:

Fees Paid:

\$100.00 - Class I Application

\$150.00 - Class II Application

\$60.00 - Annual Permit/Inspection

I hereby certify that the statements and facts given on this application are true and complete to the best of my knowledge. I agree that if granted a home-based business permit, the home-based business will, at all times, comply with applicable regulations and standards of the Village of Homewood.

Signature of Applicant

Date

VILLAGE OF HOMEWOOD

Home-Based Business Permit - Class I and Class II Standards

All home-based businesses, whether authorized by Class I or Class II permit, shall conform to the following standards:

- 1) Only one (1) nonresident of the premises may be employed to work at the premises.
- 2) The applicant for a Class I or Class II permit must reside at the location of the proposed home-based business.
- 3) No business signs shall be permitted, unless authorized by the sign regulations of that district.
- 4) No exterior storage of business equipment, materials, merchandise, inventory or heavy equipment shall be permitted. However, garage storage of business equipment, merchandise, inventory or heavy equipment shall be permitted provided it complies with all requirements of the Zoning Ordinance and the Municipal Code.
- 5) Merchandise shall not be displayed or offered for sale on the exterior of the residence.
- 6) Home-based businesses providing house or office cleaning service or limousine service shall be limited to dispatching only.
- 7) Home-based businesses shall comply with the environmental performance standards in Section 8.4 of the Zoning Ordinance.
- 8) Off-street loading and parking requirements in Section 11 of the Zoning Ordinance must be met.
- 9) The area set aside for home-based business use shall not exceed 20% of the total floor area of the residence. However, childcare homes shall be required to meet all DCFS requirements, including a designated play area for the children.
- 10) Child care homes shall submit annually a copy of their DCFS license to the Director of Community Development.
- 11) Trucks or commercial vehicles shall not operate out of the residential premises. Any truck or commercial vehicle owned by the holder of a Class I or Class II permit, or his or her immediate family, and used in the business, may, if otherwise authorized to be parked at the premises overnight, be driven from the premises in the morning and be driven onto the premises in the evening, but shall not be driven back and forth from the premises during the day.
- 12) No truck or commercial vehicle, other than a class B truck or class B commercial vehicle, as defined in the Illinois Motor Vehicle Code, may be parked or stored in any residential zoning district except as permitted in Section 11.9 of the Zoning Ordinance.

I certify that I have read and understand the home-based business permit standards for Class I and Class II permits and all sections related thereto, and that the requested home-based business is in conformance with all regulations and standards set forth therein. I agree that if granted a home-based business permit, the home-based business will, at all times, comply with applicable regulations and standards of the Village of Homewood.

Signature of Applicant

Date

INSTRUCTIONS FOR APPLICATION FOR HOME-BASED BUSINESS PERMIT

Why is a permit needed for a home-based business?

Home-based businesses are regulated to protect residents from the harmful effects of commercial uses being conducted in residential areas.

Instructions for applying for a home-based business permit

When applying for a home-based business permit, the following items are required to be submitted:

- 1) application for home-based business permit must be filled out completely and accurately
- 2) plat of survey with legal description
- 3) signed statement indicating compliance with home-based business Class I and Class II standards
- 1) if the applicant is not the owner of the property, a letter from the owner authorizing the applicant to operate the business from the home is required
- 2) application filing fee and annual permit fee

Review process

Applications for home-based business permits will be reviewed by the Director of Community Development to determine whether the type of business requires a Class I or Class II permit, as follows:

- **Class I permits**

The following home-based businesses shall be issued a home-based business permit by the Director of Community Development upon application and payment of the application and annual permit fees, *without hearing*:

- 1) art or craft studio;
- 2) dressmakers;
- 3) professional offices of a clergyman, lawyer, physician, dentist, architect, engineer or accountant;
- 4) teaching, such as music, art, language or dancing, provided that it is limited to one pupil at a time;
- 5) individuals operating an office out of their residence provided that no clientele come to the residence and no merchandise is offered for retail sale on the premises.

- **Class II permits**

All other home-based businesses not meeting the criteria listed above will require a public hearing with the Zone Board of Appeals. Legal notice of all such hearings shall be given. At the conclusion of the hearing, the Zone Board of Appeals shall make findings of fact and recommendation to the Village Board. If the Village Board grants the home-based business permit, an ordinance shall be adopted.

Conditions of Approval

Home-based business permits shall not be granted when it appears to the Village Board that the proposed home-based business will constitute a fire hazard, will adversely affect property values, will constitute a nuisance, or will otherwise be detrimental to neighbors because of traffic, noise, odors or other circumstances.