

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

HOME OCCUPATION
BUSINESS LICENSE APPLICATION

| |
|---------------------|
| FOR OFFICE USE ONLY |
| Date Received _____ |
| Amount \$ _____ |
| License # _____ |

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 _____

• **IMPORTANT –PLEASE READ CAREFULLY***

I have read and understand the Home Occupation regulations as setforth in Section 7.8 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 set forth in Section 7.8 of the Glendale Heights Zoning Ordinance. Any resident proposing to operate a Home Occupation must comply with the following:

7.8 HOME OCCUPATIONS

- A. Authorization. Subject to the limitations of this Section, any home occupation that is customarily incidental to the principal use of the building as a dwelling shall be permitted in any dwelling unit.
- B. 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.
- C. 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 one time. For the purposes of this Subparagraph, 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 Subparagraph shall not apply to a day care 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 too 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 Subparagraph shall not apply to a day care 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 children at any time may be allowed at a day care home operated as a home occupation

and that the attendance of up to four 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 non-domiciled 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 7.10 of this article.
4. Signage and Visibility. There shall be no visible evidence of the conduct of such occupation other than one (1) non-illuminated sign one square foot in area or less mounted flat against the wall of the principal building, and 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 permit.
8. Certificate of Zoning Compliance. A Certificate of Zoning Compliance shall be obtained for every home occupation.
9. Home occupations shall not include:
 - a. any wholesale or retail business that involved 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 barber shop or beauty parlor
 - e. a stable or kennel
 - f. a restaurant
 - g. a clinic or hospital
 - h. a mortuary
 - i. a child day care center
 - j. a private club
 - k. the renting of trailers
 - l. a tourist home
 - m. firearm sales
 - n. ticket sales outlet
 - o. any activity that creates noise, fumes, odors, dust, electrical interference, or pedestrian or vehicular traffic that is more than normal for the area in which it is located.

7.10 STORAGE OF TRUCKS AND RECREATIONAL VEHICLES

- B. Trucks that may be parked or stored in a Residence District other than in a completely enclosed garage shall be limited to trucks that are, or are used in connection with, recreational vehicles and pick-up trucks or vans used predominantly for family, recreational, or van pooling or ride-sharing use.
- C. No commercial vehicle as defined herein may be parked or stored in a Residence District other than in a completely enclosed garage except for loading and unloading of household belongings between 6:00 A.M. and midnight for the purpose of moving a personal residence or for up to thirty (30) minutes for deliveries or service calls.

15.2 DEFINITIONS

COMMERCIAL VEHICLE

Any vehicle operated for the transportation of persons on property in the furtherance of any commercial or industrial enterprise, for hire or not-for-hire having a gross weight in excess of eight thousand (8,000) pounds, and construction equipment, not including, however, a commuter van, a vehicle used in ride-sharing arrangement or a recreational vehicle not being used commercially.