



## Home Occupation Permit Application Form

Applicant Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Total Square Footage of Area Used to Conduct the Home Occupation: \_\_\_\_\_

In Principle Structure (home): \_\_\_\_\_ In Accessory Structure (garage, etc): \_\_\_\_\_

Number of Residents Conducting the Home Occupation: \_\_\_\_\_

Number of Customers Projected to be at the Property at Any One Time: \_\_\_\_\_

Will a sign be installed on the property, for this business?  Yes  No

If "Yes", where will the sign to be located?  In Yard  On House

If "Yes", what will the sign say? \_\_\_\_\_

Sign Height: \_\_\_\_\_ Sign Width: \_\_\_\_\_

*\*If the Applicant is not the owner of this property, please provide a letter from the Property Owner, stating the Applicant does have permission to conduct this Home Occupation.*

*\*Please read Home Occupation Regulations, on the back of this application form, and sign below to indicate that you understand and will comply with these regulations. Any violations may cause revocation of this Home Occupation Permit.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Home Occupation is Approved

Home Occupation is Not Approved

Staff Signature: \_\_\_\_\_ Fee Paid: \$10.00 Date: \_\_\_\_\_

# Home Occupation Regulations

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Required Conditions. Conforming home occupations are those activities that require the practice of some skill, talent or craft on the part of the resident and not just as a place to house or furnish the use of some machine or equipment, and shall comply with the following regulations:

- (a) There shall be no stock-in-trade other than products manufactured on the premises unless otherwise approved by the Planning and Zoning Commission by special use permit as provided by Article XIII of this chapter.
- (b) A home occupation shall be conducted within a dwelling or in an accessory building not to exceed 500 square feet in area.
- (c) There shall be no storage of supplies or equipment outside of the building.
- (d) There shall be no external alteration of the dwelling or accessory building in which a home occupation is conducted, and the existence of a home occupation shall not be apparent beyond the boundaries of the site, except for a nameplate not to exceed a total of 2 square feet in area. (288 square inches) (Ord. 26-84)
- (e) No person, other than a resident of the dwelling, shall be employed in the conduct of a home occupation.
- (f) No motor power other than electrically operated motors shall be used in connection with a home occupation.
- (g) No unreasonable odor, liquid or solid waste, shall be emitted. No electrical disturbance shall be produced.
- (h) A home occupation shall not create any radio or television interference or create noise in excess of the standards set forth in other Village ordinances.
- (i) No trucks with a license greater than a B designation and no semi-trailers, or full trailers, incidental to a home occupation shall be kept on the site. (Ord. 26-84)
- (j) A home occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district.
- (k) Anyone conducting a home occupation within the village limits who files in the office of the County Clerk of Winnebago County a Certificate to conduct a business under an assumed name, pursuant to Illinois revised Statutes, Chapter 96, Section 4, shall, within 5 days, register said assumed name with the Zoning Officer of Machesney Park. (Ord. 90-85)

Special Use Permit. Doctors, dentists, chiropractors, massage therapists and other practitioners of the medical arts licensed by the State of Illinois may be permitted as a home occupation if approved by the Planning and Zoning Commission by special use permit as provided by Article XIII of this chapter. Licensees shall maintain with the Village of Machesney Park a current copy of their applicable license.

Prohibited Uses. The following types of activity shall not constitute legal and conforming home occupations and are specifically prohibited:

- (a) Alcoholic beverages manufactured on the premises, any sale of;
- (b) Automobile laundry;
- (c) Automobile repair, major and minor;
- (d) Firearms, sale or mail order;
- (e) Kennel, commercial;
- (f) Smoking products manufactured on the premises, any sale of;
- (g) Tattoo or body piercing establishments; or, any other use whose activity is subject to review by the Village of Machesney Park Liquor Commissioner (Ord. 48-98).