

2019

VILLAGE OF BANNOCKBURN
HOME OCCUPATION COMPLIANCE ACKNOWLEDGEMENT FORM



FORM REQUIRED: This acknowledgement form is required for all business license applicants with a business being conducted from a dwelling unit.

INSTRUCTIONS: Complete all sections. This form must be signed by an authorized signer of the business entity applying for the Home Occupation Business License.

BUSINESS INFORMATION

▶ PROVIDE THE FOLLOWING INFORMATION ABOUT THE HOME OCCUPATION

BUSINESS LEGAL NAME		BUSINESS "DOING BUSINESS AS" (DBA) NAME		
BUSINESS LOCATION ADDRESS	SUITE	CITY	STATE	ZIP CODE

Business Activity

HOME OCCUPATION ACKNOWLEDGEMENT INFORMATION

- A. Authorization. Subject to the limitations of this Section, any home occupation that is customarily incidental to the principal use of a building for residential purposes shall be permitted in any dwelling unit or permitted accessory structure.
- 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 or permitted accessory structure, as the case may be, for residential purposes; and
 - 3. Does not change the essential residential character of such dwelling unit, or permitted accessory structure.
- C. Certificate of Zoning Compliance Required. No home occupation shall be established or maintained unless a Certificate of Zoning Compliance evidencing the compliance of such home occupation with the provisions of this Code shall have first been issued in accordance with Section 11-401 of this Code.
- D. Use Limitations.
 - 1. Employee Limitations.
 - (a) The entrepreneur of every home occupation shall be domiciled in the dwelling unit on the lot where such home occupation is conducted.
 - (b) No more than one person who is not domiciled in the dwelling unit on the lot where a home occupation is conducted shall be employed in connection with, or otherwise participate in the operation of, such home occupation. This limitation shall not apply to employees who do not work on the lot where such home occupation is conducted.
 - 2. Structural Limitations.
 - (a) No alteration of any kind shall be made to the dwelling unit or accessory structure where a home occupation is conducted that would change its residential character, including the enlargement of public utility services beyond that customarily required for residential use.
 - (b) No separate entrance shall be provided in connection with the conduct of any home occupation.

HOME OCCUPATION ACKNOWLEDGEMENT INFORMATION (Continued)

3. Operational Limitations

- (a) Every home occupation other than day care shall be conducted wholly within a principal dwelling unit or permitted accessory structure.
- (b) No more than a total of 500 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 and/or permitted accessory structure shall be devoted to the conduct of a home occupation.
- (c) No more than 30 percent of the floor area (exclusive of garage floor area devoted to permissible parking of vehicles used in connection with the home occupation) of any permitted accessory structure shall be devoted to the conduct of a 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 four children at any one time may be allowed at a day care home and that the attendance of up to two children 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 residential 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 residential pick-up shall be generated by any home occupation.
- (h) Not more than one vehicle used in commerce shall be permitted in connection with any home occupation and any such vehicle shall be stored in an enclosed garage at all times. Any other vehicles used in connection with any home occupation shall be subject to the requirements of Paragraph 9-101D6 of this Code.

4. Signage and Visibility.

- (a) No sign shall advertise the presence or conduct of any home occupation.
- (b) No home occupation shall be in any manner visible or apparent from any public or private street.

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 be noxious, offensive, or hazardous.

7. Licensing Requirements. Every home occupation shall be subject to all applicable business licensing and inspection requirements.

ACKNOWLEDGEMENT

▶ REVIEW THE FOLLOWING STATEMENT AND SIGN YOUR ACKNOWLEDGEMENT BELOW

I hereby certify that my home occupation, listed above is in compliance with the Village of Bannockburn Zoning Code requirements for Home Occupations as specified above, and with Bannockburn Municipal Code, specifically Chapters 159 Licensing of Businesses and Occupations and Chapter 260 Zoning.

PRINTED NAME OF HOME OCCUPATION BUSINESS OWNER

SIGNATURE OF BUSINESS OWNER/OFFICER/EXPEDITER

DATE

X