



VILLAGE OF WESTERN SPRINGS
APPLICATION FOR A HOME OCCUPATION PERMIT

DATE _____

PERMIT NUMBER _____

DATE ISSUED _____

Applicant's Name _____

Applicant's Address _____

Applicant's Phone Number _____

Description of the proposed type of home occupation _____

Total interior floor area to be used _____ Number of employees _____

Vehicle to be used in connection with home occupation

Model _____ Year _____ License # _____

I have read and understand the Village of Western Springs Home Occupation Regulations. I agree to abide by these regulations.

Print Name Signature Date

Department Approval _____
Signature Date

10-4-6: HOME OCCUPATIONS:

- A. Permit Required: Except as provided below, no person shall conduct a home occupation, including home daycare, in a residence or on a residential lot without having first received a permit to do so from the Department of Code Enforcement. Typing, writing, operating telephones, sewing machines or computers shall not require any permit, but shall be subject to requirements governing home occupations. (Ord. 92-1855, 12-14-1992; amd. Ord. 98-2064, 12-21-1998)
- B. General Requirements And Standards: All home occupations shall comply with each and every one of the following standards and requirements:
1. The entrepreneur of every home occupation shall reside in the dwelling unit in which the business operates.
 2. All home occupation use activity conducted at the site of the home occupation shall be conducted entirely within a completely enclosed dwelling unit. Use of garage (detached or attached) or other building or structure accessory to the principal building on the zoning lot for any home occupation is expressly prohibited.
 3. The home occupation shall not interfere with the delivery of utilities or other services to the area.
 4. The activity should not generate any noise, vibrations, smoke, dust, odors, heat, glare, or interference with radio or television transmission in the area that would exceed that normally produced by a dwelling unit in a zoning district used solely for residential purposes.
 5. No toxic, explosive, flammable, radioactive, or other hazardous materials as defined by the BOCA Basic Fire Prevention Code as adopted in the building code of the Village, shall be used, sold, or stored on the site. However, such materials common to ordinary household use are permitted, provided the quantity of such materials does not exceed that found in ordinary household use.
 6. There shall be no alteration of the residential appearance of the premises, including the creation of a separate or exclusive business entrance(s) or placement of a sign.
 7. Not more than one vehicle shall be used in connection with a home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional private passenger transportation, i.e., passenger automobile, or vans and pickup trucks not exceeding a payload capacity of one ton. Further, the home occupation vehicle shall not, pursuant to the Illinois Vehicle Code, require more than a Class B license or be a vehicle included in the definition of a Second Division Vehicle by said Code. ("Those vehicles which are designed for carrying more than 10 persons, those designed or used for living quarters and those vehicles which are designed for pulling or carrying property, freight, or cargo, those motor vehicles of the First Division remodeled for use and used as motor vehicles of the Second Division used and registered as school buses.")
 8. No visitors in conjunction with the home occupation (clients, patrons, pupils, sales persons, etc.) shall be permitted between the hours of nine o'clock (9:00) P.M. and six

o'clock (6:00) A.M.

9. No outdoor display or storage of materials, goods, supplies, or equipment shall be allowed.

10. There shall be no advertising, signs, display, or other indications of a home occupation in the yard, on the exterior of the dwelling unit or visible from the exterior of the dwelling unit.

11. Direct sales and/or rentals of products off display shelves or racks is not permitted.

12. The total interior floor area used for the home occupation shall not exceed twenty percent (20%) of the total interior floor area of the dwelling, provided that in no case shall the area of a home occupation exceed six hundred (600) square feet.

13. Only one person may be employed on the site in connection with the home occupation who is not an actual resident of the dwelling unit.

14. Deliveries from commercial suppliers shall not be made by any vehicle that exceeds a gross weight in pounds for vehicle and maximum load of twenty thousand (20,000) pounds. Deliveries shall not restrict traffic circulation and must occur between nine o'clock (9:00) A.M. and five o'clock (5:00) P.M. Monday through Friday.

15. Visitors in conjunction with the home occupation (clients, pupils, sales persons, etc.) will be limited to no more than ten (10) during the daily permitted period. No more than two (2) visitors may visit at one time.

16. More than one home occupation shall be permitted within any individual dwelling unit, provided all other standards and criteria applicable to home occupations are complied with. (Ord. 92-1855, 12-14-1992)