



VILLAGE OF SCHAUMBURG

COMMUNITY DEVELOPMENT DEPARTMENT
DAY CARE HOME OCCUPATION

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.3700

1. Background Information

- a. Petitioner: Address: City: State: Zip: Telephone: Fax Number: Email Address:
b. Current Owner of Property: Address: City: State: Zip: Telephone: Fax Number: Email Address
c. Owners and Renters: Is your dwelling in a multiple-family planned unit development? Yes No

If your home is located in a multiple-family residential development (apartment, townhome, condominium, etc.), written permission must be given by the homeowners association, condominium association, or management company.

2. DAY CARE HOME OCCUPATION BUSINESS INFORMATION

- a. Business Name
b. Describe in detail how the Day Care Home is operated

3. What is the status of your State of Illinois Department of Children and Family Services license?

4. What is the number of children in the family under the age of 12, and the expected number of children and ages of the children to be cared for in the home?

5. Will you be storing items in your garage? Yes No
- a. Square footage of home _____ square feet
- b. Square footage of garage _____ square feet
- c. Total square footage used in the business _____ square feet
6. Describe how *many* persons (employees, clients, delivery persons, etc.) will be coming to the premises in conjunction with the operation of the home occupation, *why* they will be coming to the home and at *what times and what days of the week* these persons will be on the premises.
- _____
- _____
7. Number of persons employed in the business who live in the home _____
8. Number of persons employed in the business who do not live in the home _____
9. Hours of operation _____
10. Is there any other home occupation being conducted on the premises? Yes No
- If yes, give name of business _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to Day Care Home occupation.

Petitioner: _____

(Print or type name) (Petitioner's Signature)

(Date) (Attest)



VILLAGE OF SCHAUMBURG

**COMMUNITY DEVELOPMENT DEPARTMENT
HOME OCCUPATION**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.3700

The following instructions are presented to help you in preparing your petition in the most complete form possible for presentation for review by the Community Development Department. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

In preparing the petition for a Home Occupation, the petitioner should consult the Village Zoning Ordinance to insure conformity with intent and compliance with all regulatory requirements (see following page). Questions regarding these documents or any requirements contained therein should be directed to the Community Development Department.

The Home Occupation process involves a 4-phase procedure which first requires staff review of the petition, Staff review, inspection, and acquisition of a business license.

1. Submittal of Petition

This step involves the submittal of the original of the attached Home Occupation application and Business License application, other information determined necessary by the Community Development Department, and payment of the required \$88 business license fee.

2. Staff Review

Upon receipt of the Home Occupation petition as required herein, the proposal will be reviewed by the Community Development Department.

3. Pre-Inspections and Annual Inspections

Pre-inspections are required for all new home occupations. Annual inspections of home occupations may be required, depending on the type of business conducted. A representative from the Community Development Department will be in contact with you to schedule an inspection. Home occupations are inspected an average of every three years, with the exception of those home inspections involving the care or treatment of human beings or animals, the handling or storage of food items, or special circumstances as determined necessary by the Village.

4. Acquisition of Business License

After Community Development Department review and necessary inspections, the petitioner will be notified of said approval and given a letter to serve as a temporary business license. The formal business license will be mailed to your place of residence approximately 2-3 weeks following approvals of the various Village departments.



**COMMUNITY DEVELOPMENT DEPARTMENT
HOME OCCUPATION ORDINANCE**

ZONING ORDINANCE

§ 154.65 HOME OCCUPATIONS.

Home occupations shall be permitted as accessory or secondary uses in all residence districts subject to the provisions of § 154.65. The standards for home occupations specified in this section are intended to ensure compatibility with other permitted uses and that the home occupation is conducted in such a manner that it does not change in any way the residential character of the neighborhood or infringe on the rights of abutting and adjoining homeowners and residents. The following standards, combined with the compatibility of the home occupation with surrounding uses, and evidence that the home occupation is clearly incidental and secondary to the residential use of the dwelling shall be used as the criteria for determining whether a proposed accessory use qualifies as a home occupation. Once approved, all home occupations require the attainment of a home occupation business license or other appropriate business license which shall be renewed annually.

(A) Permitted home occupations. Home occupations are permitted by the Director of Planning and his/her designees only in accordance with the following use regulations or as are permitted as a special use.

(1) Accessory and secondary. The home occupation shall be secondary to the use of the dwelling for residential purposes and, except for day care homes with eight or fewer children, shall not occupy more than 160 square feet or 25% of the total floor area, whichever is less, of the principal structure and garage. No occupational use shall be made of any accessory structure or building other than a garage, whether attached or detached.

(2) Appearance. There shall be no signs, activities or display that will indicate from the exterior that the building is being used, in part, for any purpose other than as a dwelling.

(3) Structural alterations. There shall be no special internal or external structural alterations or construction features, either permanent or accessory, to the dwelling or garage, nor the installation of special equipment to walls, floors or ceilings, which would change the residential character of the dwelling or garage. Any indoor storage, construction, alterations or electrical or mechanical equipment used shall not change the fire rating of the structure or the fire district in which the structure is located. No separate entrance from the outside of the building shall be added to the residence for the sole use of the home occupation.

(4) No outdoor storage. Home occupations and all related activities, including storage, shall be conducted completely within the dwelling or garage by the occupants of the dwelling. Those home occupations involving the care of children may locate outdoor play equipment in the rear yard of the residence.

(5) Receipt or delivery of merchandise. There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods or equipment by other than a vehicle having a plate

classification not higher than "B" or by vehicles typically employed by parcel or letter carriers in residential deliveries. No deliveries by semi-tractor/trailer trucks are permitted.

(6) Traffic. The home occupation and any related activity shall not create any traffic hazards or nuisances in the public streets nor use more vehicle parking than exists on the residential drive or assigned parking spaces servicing the dwelling unit. The frequency of trips to and from the dwelling shall be limited to avoid the creation of traffic patterns other than are customary in a residential neighborhood.

(7) Limited wholesale, retail and service. No article can be sold or offered for sale except as may be produced or assembled on the premises. All other sales or provision of goods or services must be conducted off-premises unless by telephone and no traffic shall be generated from such activities in conflict with § 154.65(A)(6). Except for home day care, distribution of goods or services taking place at the dwelling are prohibited.

(8) Employment. No person shall be employed in the home occupation other than a member of the immediate household residing in the dwelling unit.

(9) Performance standards. There shall be no noise, odor, dust, vibration, smoke, glare, television or radio interference, electrical interference, fire hazard or any other hazard emanating from the dwelling or garage so as to create a nuisance other than that usually experienced in an average dwelling or garage under normal circumstances wherein no home occupation exists. No home occupation shall involve the use or production of noxious, toxic or harmful materials.

(10) No manufacturing. Any production on the premises shall not involve the conduct of a manufacturing business typically only permitted in an M- 1 or an M-P manufacturing district.

(B) Home occupations requiring special use approval. Certain home occupations by their very nature require additional review in the form of a special use permit to insure the promotion of the public health, safety, comfort and welfare. The following home occupations require special use approval:

(1) Non-compliance with § 154.65(A). Any home occupation not complying with all or part of the requirements specified in § 154.65(A) of this article.

(2) More than one home occupation. Any dwelling or lot containing more than one home occupation.

(3) Handling of food. Any home occupation that requires the handling of food or foodstuffs.

(4) Care or treatment of animals. Any home occupation that requires the care or treatment of animals, including birds, fowl, fish and reptiles.

(5) Care or treatment of humans. Any home occupation including day care homes that requires the care or treatment of humans, excluding day care homes licensed to provide care for a maximum of eight children during all or part of the day. Day care homes, when licensed to provide care to not more than eight children and which require an assistant caregiver to satisfy the State of Illinois Licensing Standards for Day Care Homes, may be permitted to employ one person who does not reside in the dwelling unit, upon approval of a special use in accordance with §§ 154.85 through 154.88 of this chapter.

(6) Inspection of Home Occupations.

(a) Home occupations in categories as determined necessary by the Village Board shall be inspected annually, with the exception of day care homes which shall receive two unannounced inspections per year.

(b) All home occupations are subject to inspection at any time.

(c) All home occupations shall be inspected every three years.

(d) These inspections are to ensure that all of the regulations in this and all other village ordinances are adhered to as a responsibility of receiving a license for such use in a dwelling. Failure to comply with the provisions of this and other codes and ordinances will result in the revocation of the business license and home occupation permit for the home occupation.

(D) Nonconforming uses. All home occupations which do not comply with the provisions of Ordinance No. 3140, adopted March 28, 1989, shall comply with all such provisions prior to renewal of the business license for the home occupation.

(E) Gun sales prohibited. The sale of firearms and/or ammunition as a home occupation is hereby prohibited from single-family or multiple-family dwellings in all residential zoning districts.

(F) Homeowner's associations. If the proposed home occupation is within the jurisdiction of a homeowner's association, and the homeowner's association has recorded and legally binding rules governing home occupations, an application for home occupation shall not be considered until a letter from an officer of the homeowner's association approving such home occupation is submitted with the home occupation application. If the homeowner's association has recorded and legally binding rules that govern home occupations and deny or do not provide the letter agreeing to the home occupation, the application for home occupation shall not be approved. If there are no legally binding homeowner's association rules governing home occupations, the home occupation application may be considered.

MUNICIPAL CODE

§ 115.80 DEFINITION.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

DAY CARE HOME. A residence which receives at least one but not more than eight children who are not the natural or adopted children of the occupants of the premises for care during all or part of the day. A day care home shall not have an excess of eight children at that home, and said eight children shall include the natural or adopted children of the occupants of the premises 12 years of age or younger.

§ 115.81 REGULATIONS IMPOSED.

(A) Day care homes are enterprises which are unique from other home occupations and, as such, require the imposition of certain specific regulations intended to ensure the health, safety and welfare of the children under care while maintaining compatibility with the residential character of the neighborhood.

(B) The regulations contained in this subchapter shall govern the preparation of the residence and provision of care in the day care home.

§ 115.82 LICENSE REQUIRED.

All applications for a day care home license shall be made in writing to the Planning Department on a form designated by the Director of Planning

§ 115.83 STATE STANDARDS ADOPTED.

There is hereby adopted by reference the State of Illinois Department of Children and Family Services Text of Adopted Rules and Licensing standards for licensed "Day Care Homes", as amended from time to time, pursuant to the provisions of ILCS Ch. 65, Act 5, § 1-3-2, of which three copies of said regulations are kept on file in the Office of the Clerk of the Village and have been kept there for a period of 30 days prior to adoption of this subchapter.

§ 115.84 INSPECTIONS.

(A) No license shall be issued without the premises for which the license is required having been inspected by the Director of Health and Human Services, Director of Building, Fire Chief or their designees.

(B) The Director of Health and Human Services, Director of Building, Fire Chief or their designees may inspect the day care home at any reasonable time for compliance with applicable codes and regulations.

§ 115.85 ISSUANCE OF LICENSE.

No license shall be issued without the application for license having been approved by the Director of Health and Human Services, Director of Building, Fire Chief, Director of Planning and Police Chief or their designees. The Village Manager or his designee shall have the authority to review, concur or supersede any approval or denial of an application for license. The Village Manager shall prepare a letter detailing the basis of denial of an application for day care home. The applicant may appeal any denial of a day care license to the Village Manager within 15 days of receipt of that notice of denial. Said appeal shall be in writing and directed to the attention of the Village Manager.

§ 115.86 QUALIFICATIONS OF APPLICANT.

The applicant and any other person allowed to supplement day care services shall be subject to a criminal history check as performed by the Police Department. If the applicant has been convicted of any felony or Class A misdemeanor within the past five years or the applicant has had any charges, or court supervision of any offense involving physical violence, threats of physical violence, offenses involving sexual activities, child neglect or offenses involving children shall be subject to having the license denied per the discretion of the Village Manager.

§ 115.87 SUSPENSION OF LICENSE.

Any licenses herein issued may be suspended by the Village Manager and he also may recommend revocation of any license issued if it appears to be unsatisfactory from the report of any village officer, village employee making an inspection or investigation, or for any other available information that the licensee is violating any law or ordinance, or is operating in a manner not conducive to the public health, morale, or safety. Any suspension of a license may be appealed directly to the Village Manager for reconsideration. In the event the Village Manager continues the suspension, an appeal may be made directly to the village and Board of Trustees within 15 days of rendering a decision by the Village Manager. In the event the Village Manager determines that revocation of a license is appropriate he

shall so forward his recommendation to the Village President and Board of Trustees for their review and determination.

§ 115.88 AMMUNITION AND WEAPONS.

(A) Handguns are prohibited on the premises of the day care home except in the possession of peace officers or other adults who must possess a handgun as a condition of employment and who reside in the day care home.

(B) Any firearm, other than a handgun in the possession of a peace officer or other person as provided above, shall be kept in a disassembled state, without ammunition, in locked storage in a closet, cabinet, or other locked storage facility inaccessible to children. Ammunition for such firearm(s) shall be kept in locked storage separate from that of the disassembled firearm(s), inaccessible to children.

(C) The operator of the day care home shall notify the parent(s) or guardian of any child accepted for care that firearm(s) and ammunition are stored on the premises. The operator shall also notify the parent(s) or guardian that such firearms and ammunition are in locked storage inaccessible to children. Such notification need not disclose the location where the firearms and ammunition are located.

§ 115.89 WATER SUPPLY.

A safe and sanitary water supply shall be maintained. If a private well is used, a sample of the water is to be taken to the approved lab and analyzed as safe for drinking on an annual basis. A copy of the analysis is to be provided by the Village Health and Human Services Department and a copy shall be attached to any application or renewal of application for day care homes.

§ 115.90 OUTDOOR FENCING.

Rear yard fencing may be required when the rear yard is adjacent to a street, body of water (including neighbor's private swimming pool), or other potentially hazardous condition.

§ 115.91 FIRE EMERGENCY PROVISIONS.

(A) One ten pound ABC fire extinguisher shall be required of the main level of the home utilized for day care purposes at a location determined appropriate by the Fire Chief or his designee. The extinguisher shall be conspicuously mounted three to five feet from floor level.

(B) Emergency lighting in the form of wall mounted, rechargeable, battery operated emergency flashlights shall be provided on each level and within 15 feet of all rooms utilized in the provision of care of children. The flashlights shall be conspicuously mounted three to five feet from the floor level.

(C) Smoke detectors shall be installed on every level of the home including the basement in accordance with the rules and regulations previously adopted of the Illinois Department of Children and Family Services day care homes.

§ 115.92 RESIDENCE REQUIREMENTS.

The residence shall meet all applicable health, building and fire prevention codes and ordinances as detailed or required by the parties conducting the inspections.

I have read and understand the above referenced Home Occupation Ordinance and agree to comply with all aspects of its contents. I understand that only what is proposed on the application/permit may be done. If any of that information changes, such as size of home occupation, a new permit must be applied for. If I fail to comply with any portion of said Ordinance, I understand that the Village of Schaumburg shall have the authority to immediately revoke my home occupation and/or business license. Further, it is understood that in addition to the above, the Village of Schaumburg may initiate quasi-criminal proceedings which may include penalties of up to \$200.00 per day in fines for each and every day that the violation exists.

Business Name (Printed)

Address (Printed)

Owner's name (Printed)

Owner's Signature

Date

ATTEST:

Planner's Signature



This manual has been created for and is being furnished to those individuals interested in obtaining a Home Occupation License to provide quality day care in their homes. Potential home day care providers may use this manual as a guide in preparing for the Village application and home inspection process.

The Village Day Care Home Inspection Team is made up of three (3) inspectors, one from the Department of Public Health, one from the Building & Code Enforcement Department, and one from the Fire Prevention Bureau. With the Department of Public Health Department representative acting as the coordinator, the team will conduct an inspection of the day care home as part of the Home Occupation Licensing process. The team will inspect the home for potential hazards or problems which may affect the health and safety of children under the provider's care. Follow-up inspections shall be scheduled, as necessary, to confirm compliance with violations noted during the initial inspection.

After full approval and the issuance of the Home Occupation License, unannounced inspections shall be conducted twice a year by the Department of Public Health and Fire Prevention Bureau.

The following pages shall address each Department's specific requirements and recommendations for opening a Day Care Home, beginning with application to the Community Development Department to obtain a Home Occupation License.

COMMUNITY DEVELOPMENT DEPARTMENT

Home Day Care provided in a residence for up to eight (8) children during all or part of the day, including the children of the provider under the age of twelve (12), shall require the obtaining of a Home Occupation License from the Village Community Development Department.

1. The petitioner shall complete an application for Home Occupation available through the Community Development Department.
2. The petitioner shall provide a description of the business, the number and ages of children under care, the hours of operation, and the status of a State of Illinois Department of Children and Family Services License.
3. The petitioner shall comply with rules and regulations governing Home Occupations as stated in the Village Zoning Ordinance §154.65 (see attached).
4. Prior to the issuance of a Home Occupation Business License, the application will be sent to the Village Department of Public Health to initiate the Day Care Home Inspection Team visit.
5. Reinspections will be conducted, as necessary, until compliance with all Village requirements. The Community Development Department will be notified upon completion of all outstanding issues.
6. The Collector's Office shall be notified upon the completion of the Home Occupation process and shall issue a business license with payment of the appropriate fee.
7. The Home Occupation Business License shall be renewed annually.

FIRE PREVENTION BUREAU

1. One (1) 10 lb ABC fire extinguisher shall be required on the main level of the home utilized for day care purposes, at a location determined by the Fire Prevention Bureau inspector. The extinguisher shall be conspicuously mounted 3-5 feet from the floor level.
2. At the direction of the Fire Prevention Bureau inspector, the day care provider may be required to install electrically sensitive, battery operated emergency lighting in rooms or stairways receiving little or no natural light during normal operating hours. As an alternative, the inspector may require the installation of wall

mounted, rechargeable, battery operated emergency flashlights to be provided on each level of the home utilized for day care purposes. The lights shall be conspicuously mounted, 3-5 feet from the floor level.

3. Smoke detectors shall be installed on every floor level of the home, including the attic and basement, in accordance with the Department of Children and Family Services requirements. A smoke detector in operating condition shall be located within 15 feet of rooms where children nap or sleep. The detector shall be installed on the ceiling at least 6 inches from any wall, or on a wall between 4-6 inches from the ceiling.

The Village recommends regular testing of the detectors by the care provider at the time of monthly fire drills. Providers found to have nonfunctioning detectors during two successive inspections, may be required to install 110 volt combination smoke and heat detectors, as determined by the Fire Prevention Bureau inspector.

DEPARTMENT OF PUBLIC HEALTH

1. A first aid kit containing band-aids, sterile gauze pads, adhesive tape, tweezers, and mild soap shall be maintained in the home.
2. All electrical outlets accessible to the children shall have protective coverings.
3. Heating sources, such as space heaters, fire places, etc. shall be separated from the children by protective partitions or coverings.
4. Basements, if utilized for sleeping purposes, shall have a doorway exiting directly outside to grade level. Basement floors shall have protective coverings.
5. Walls and surfaces shall be free from chipped or peeling paint. Lead-based paint is prohibited.
6. Furniture and equipment shall be kept in good and safe repair.
7. All hazardous materials, such as cleaning chemicals, poisons, medicine, etc. shall be inaccessible to children.
8. Tool and gardening equipment shall be inaccessible to children.
9. Ammunition and firearms in a day care home shall be allowed only in accordance with §115.88 of the Municipal Code as follows:
 - (A) Handguns are prohibited on the premises of the day care home except in the possession of peace officers or other adults who must possess a handgun as a condition of employment and who reside in the day care home.
 - (B) Any firearm, other than a handgun in the possession of a peace officer or other person as provided above, shall be kept in a disassembled state, without ammunition, in locked storage in a closet, cabinet, or other locked storage facility inaccessible to children. Ammunition for such firearm(s) shall be kept in locked storage separate from that of the disassembled firearm(s), inaccessible to children.
 - (C) The operator of the day care home shall notify the parent(s) or guardian of any child accepted for care that firearm(s) and ammunition are stored on the premises. The operator shall also notify the parent(s) or guardian that such firearms and ammunition are in locked storage inaccessible to children. Such notification need not disclose the location where the firearms and ammunition are located.
10. An operable telephone shall be in service. Fire, Police, Ambulance, Poison Control, and other applicable emergency phone numbers shall be posted in an obvious location, immediately accessible to the phone.
11. All exit doors shall be kept clear of equipment and debris.
12. In-ground or above-ground swimming pools shall be completely and immediately fenced. The fence shall be a minimum of 3-1/2 feet high. Entry gates shall be locked.
13. Portable wading pools shall be emptied daily, cleaned with a germicidal solution, and be air dried.
14. A kitchen shall be provided for the preparation and storage of food.
 - a. The kitchen shall contain a refrigerator, stove, sink, storage cabinets, counter, and table with chairs for dining.
 - b. The kitchen shall be maintained in a clean condition.
 - c. Garbage and refuse containers should have plastic liners and shall be emptied daily.
 - d. A safe and sanitary water supply shall be maintained. If a private well is used, a sample of the water is to be taken to an approved lab and analyzed as safe for drinking. A copy of this report is to be sent to the Village Department of Public Health.
15. Hot and cold running water shall be provided.

16. Doors and windows, used for ventilation, shall be screened.
17. Chemicals, used for killing insects, shall not be applied while children are present.
18. Household pets shall be certified by a licensed veterinarian, on an annual basis, to be free of disease and inoculated for rabies. They shall pose no danger to the children..
19. The interior of the home shall be clean and sanitary, in good repair, well ventilated, properly illuminated, properly heated, and free from health, safety and fire hazards.
20. There shall be provisions for isolating a child who becomes ill.
21. Outdoor space shall be provided for active play.
 - a. Yards, nearby parks or playgrounds may be utilized.
 - b. Play areas shall be well drained and safely maintained.
22. Rear yard fencing may be required where the rear yard is adjacent to a street, body of water (including a neighbor's private swimming pool), or other potentially hazardous condition.
23. Operation of other business on the premises must not interfere with the care of the children.
24. A day care home may not house bedridden or chronically ill persons.
25. Personal qualifications of day care home providers shall include:
 - a. The provider shall be at least 18 years of age;
 - b. The provider shall have knowledge of basic hygiene, safety, and nutrition; and
 - c. The provider shall not be employed outside of the home during the hours child care is being provided.

BUILDING & CODE ENFORCEMENT DEPARTMENT

The following are basic building and electrical code requirements to be adhered to in residences where day care is provided.

Exterior Requirements

1. Exterior siding shall be fastened securely and free of deterioration, delamination, etc.
2. The entire roofing system shall be complete and free from leakage.
3. All doors and windows shall be without damage and operable.

Interior (Utility Room) Requirements

1. All furnace and hot water heater covers shall be in place.
2. All flue pipes shall be properly connected by screws and are pitched in an upward angle to equal a minimum of ¼ of an inch per one (1) foot.
3. Sufficient ventilation openings shall be provided for combustion air.

Interior (General Appearance and Operation) Requirements

1. All wallboard shall be in place and without damage.
2. All interior doors shall be in place, operable, and without damage.
3. All wood trim shall be in place with no nails projecting to cause injury.
4. Required fire separation between the living unit and the garage shall be maintained in good repair, and shall have a minimum thickness of 5/8 inch.
5. All plumbing systems shall be complete, operable, and without leakage.

Electrical System Requirements

1. The electrical systems of all day care homes shall be inspected for compliance with current National Electrical Code and Village of Schaumburg Municipal Code, Chapter 10 requirements, as adopted under Village Ordinance 90-16.
2. There shall be no conductor splices, nor the connection of more than one branch circuit conductor, to a single circuit breaker terminal in the panel board.
3. The interior parts of the panel board shall be free of deterioration.
4. The insulation of the service entrance conductors shall not indicate signs of overheating (melting of the insulation).

5. The main service disconnecting means (main circuit breaker or fuse) shall be fully operable and shall not indicate signs of being overheated. NOTE: This situation will occur, or is more common in buildings where aluminum service entrance conductors have been installed.
6. The panel board shall not be used as a junction or pull box for conductors. Conductors shall not be spliced or “pulled” through an existing panel board.
7. All conductors throughout the premises shall be installed in an approved metallic conduit system, metallic junction boxes, and the like.
8. All conductors shall be copper. NOTE: It is recommended that all service entrance conductors that may be aluminum, and are existing, be replaced with copper conductors.
9. All conduit systems shall be secured (strapped in place) at intervals of five (5) feet apart and within four (4) feet of the panel board. NOTE: This would relate to areas such as basements, garages, attic areas, crawl spaces, or other accessible locations.
10. Cover plates shall be installed on all junction boxes. This shall include and not be limited to receptacle cover plates and switching device cover plates.
11. No “exposed” conductors shall exist on the premises. It should be noted, this requirement shall include the exterior as well as the interior of the premises.
12. Emergency lighting, if required by the Fire Prevention Bureau inspector, may be connected to an existing 15 ampere circuit. NOTE: There shall not be more than 10 power consuming devices connected to any branch circuit.
13. All receptacles shall be of the child-protected type or shall have plastic insert devices in place.
14. All receptacles installed in bathrooms shall be protected with a ground fault interrupter (GFI).
15. All exterior lighting fixtures and receptacles shall be firmly secured in place and sealed from weather conditions
16. All interior lighting fixtures shall be firmly secured in place..
17. Extension cords or spliced electrical cords shall not be used in the home or on the premises to provide a permanent source of power to appliances, lights, or other electrically powered items.

An electrical permit from the Village Building & Code Enforcement Department must be obtained prior to correcting any electrical violations noted during the home inspection.

It is recommended that the petitioner obtain a copy of the Village Municipal Code, Chapter 10, prior to the Day Care Home Inspection Team visit, to ensure compliance with all electrical codes as required by the Village.

If there are any questions relating to this manual, please feel free to contact the associated Village department for assistance. The Village Municipal Center is open Monday through Friday 8:00 a.m. to 6:00 p.m.

Department of Public Health	847/923-3700
Building & Code Enforcement	847/923-4420
Fire Prevention Bureau	847/923-4452
Community Development Department	847/923-4430



BUSINESS LICENSE APPLICATION

VILLAGE OF SCHAUMBURG
101 Schaumburg Court, Schaumburg, IL 60193-1899
Finance Dept. 847-923-4546/4547 Fax 847-923-2474/2454

PLEASE TYPE OR PRINT IN BLACK INK

- New Schaumburg Business
- Existing Schaumburg Business (select one of the following)

<input type="checkbox"/> Name Change	<input type="checkbox"/> Ownership Change	<input type="checkbox"/> Address Change	<input type="checkbox"/> Remodel Only
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Business Name	Application Date	/ / 20
Business Address	City/State	Schaumburg, IL Zip
Business Phone ()	E-Mail Address	
Type of Business	Sales Tax #	

Corporate Name (if different than Business Name)	
Date Occupied	

Type of Applicant	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Association	<input type="checkbox"/> Public Corporation	<input type="checkbox"/> Private Corporation
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If **Individual**, list Owner only; If **Privately Held Corporation, Partnership or Association**, list all Principal Officers; If **Publicly Held Corporation**, list President, Vice President, Secretary & Treasurer. Attach additional sheets if necessary.

Owner/President Name	Title/Position	
Home/Corporate Address	City/State Zip	
Phone ()	Date of Birth / / 19	Driver's License #

Mailing Information (if different than above)	
Corporate Name	Corporate Phone ()
Mailing Address	City/State Zip

Information on Local Manager of Business (Required if Owner/President located out-of-state)		
Name	Title/Position	
Home Address	City/State Zip	
Phone ()	Date of Birth / / 19	Driver's License #

- Has the Owner, Manager, or any Officer ever been arrested or convicted of any felony or misdemeanor involving a moral judgment? If answer is "yes", please explain: _____
- Has the Business ever had a previous license or application for license denied, revoked, or suspended by any local government, State government, or subdivision thereof? If answer is "yes", please explain: _____

PLEASE NOTE: All Business License Applications must be submitted to the Finance Department accompanied by either a **Certificate of Occupancy** (847-923-4420) or a **Home Occupation Permit** (847-923-4430) from the Community Development Department. A formal program to collect recyclable materials must also be submitted (847-923-3700), as no license will be issued until the program is approved.

APPLICATION CONTINUED ON REVERSE OF FORM...

INTERNAL USE ONLY

Code Compliance	On-Site Inspection Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Code Compliance	Recycling Inspection Complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Fire Prevention	Fire Alarm Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Liquor Commissioner	Liquor License Obtained (if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Police Department	(Special licenses only) Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Sent back to Finance	Date	Initials	Received by Finance	Date Initials



BUSINESS LICENSE APPLICATION

VILLAGE OF SCHAUMBURG
101 Schaumburg Court, Schaumburg, IL 60193-1899
Finance Dept. 847-923-4546/4547 Fax 847-923-2474/2454

Check all items that correspond to the applied business. Some businesses may require multiple licenses. **All fees are due at time of application.**

General Business License (including, but not limited to office, retail, manufacturing, and industrial)			<input type="checkbox"/>	Cleaning and Dyeing Establishment (on premise)	\$170
<input type="checkbox"/>	0 – 999 Floor Area in sq.ft.	\$85			
<input type="checkbox"/>	1,000 -4,999	\$95		Congregate Housing	
<input type="checkbox"/>	5,000 – 9,999	\$110	<input type="checkbox"/>	1-50 Dwelling Units	\$400
<input type="checkbox"/>	10,000 – 14,999	\$135	<input type="checkbox"/>	51 - 100	\$825
<input type="checkbox"/>	15,000 – 19,999	\$160	<input type="checkbox"/>	101 – 200	\$1,120
<input type="checkbox"/>	20,000 – 29,999	\$215	<input type="checkbox"/>	201 – 300	\$1,390
<input type="checkbox"/>	30,000 – 39,999	\$265	<input type="checkbox"/>	301 – 400	\$1,655
<input type="checkbox"/>	40,000 – 49,999	\$320	<input type="checkbox"/>	401 and over	\$1,985
<input type="checkbox"/>	50,000 – 74,999	\$400			
<input type="checkbox"/>	75,000 – 99,999	\$480		Food Delivery Vehicles (per vehicle)	
<input type="checkbox"/>	100,000 – 249,999	\$555	<input type="checkbox"/>	Mobile Vending Truck	\$110
<input type="checkbox"/>	250,000 – 499,999	\$640	<input type="checkbox"/>	Wholesale/Retail	\$40
<input type="checkbox"/>	500,000 and over	\$725			
			<input type="checkbox"/>	Gas Station	\$320
Food Establishment License					
<input type="checkbox"/>	0 -4,000 Floor area in sq.ft.	\$185	<input type="checkbox"/>	Hazardous Materials	\$500
<input type="checkbox"/>	4,001 – 5,000	\$265			
<input type="checkbox"/>	5,001 – 6,000	\$345	<input type="checkbox"/>	News Rack	\$55
<input type="checkbox"/>	6,001 – 7,500	\$430			
<input type="checkbox"/>	7,501 – 9,000	\$505	<input type="checkbox"/>	Nursing Home	\$375
<input type="checkbox"/>	9,001 – 12,000	\$585			
<input type="checkbox"/>	12,001 – 15,000	\$695	<input type="checkbox"/>	Psychic/Fortune Teller	
<input type="checkbox"/>	15,000 and over	\$800		Individual	\$170
Food and Beverage Tax Forms: 847-923-4532				Application Fee	\$60
				Background Check minimum	\$15
Hotel/Motel License					
<input type="checkbox"/>	0 – 100,000 sq.ft.	\$800	<input type="checkbox"/>	Psychic/Fortune Telling Establishment	
<input type="checkbox"/>	100,001 – 300,000	\$1,335		Business	\$585
<input type="checkbox"/>	300,001 and over	\$1,870		Application Fee	\$120
Hotel/Motel Tax Forms: 847-923-4536				Background Check minimum	\$15
SPECIAL LICENSES			<input type="checkbox"/>	Refuse Collector (per vehicle)	\$180
<input type="checkbox"/>	Chauffeur	Finance 847-923-4546			
<input type="checkbox"/>	Circus/Carnival	Community Develop. 847-923-4420	<input type="checkbox"/>	Swimming Pool	\$235
<input type="checkbox"/>	Contractor	Finance 847-923-4546			
<input type="checkbox"/>	Entertainment	Community Develop. 847-923-4420	<input type="checkbox"/>	Spa	\$100
<input type="checkbox"/>	Firearm Dealer	Police Department 847-882-3586			
<input type="checkbox"/>	Home Occupation	Community Develop 847-923-3851	<input type="checkbox"/>	Tobacco Retail	\$110
<input type="checkbox"/>	Honor Box	Finance 847-923-4546		Tobacco Smoking	\$265
<input type="checkbox"/>	Jukebox	Finance 847-923-4537			
<input type="checkbox"/>	Liquor	Liquor Commission 847-923-4402	<input type="checkbox"/>	Theater, Movie (per screen)	\$110
<input type="checkbox"/>	Non-Residential Rental	Finance 847-923-4532			
<input type="checkbox"/>	Public Passenger Vehicle	Finance 847-923-4546	<input type="checkbox"/>	Massage Est. Background Ck.	\$15
<input type="checkbox"/>	Raffle	Finance 847-923-4532			
<input type="checkbox"/>	Valet	Community Develop. 847-923-3857		TOTAL AMOUNT DUE	\$
<input type="checkbox"/>	Vending	Finance 847-923-4537			

*If application is received on or after July 1, the annual fee is reduced to one-half the listed fee.

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while in force. I/We hereby authorize the Village of Schaumburg by its agents to make inquiries into my/our character, credit, and background, in order to approve or deny this license application. I/We have read this application and answered all questions fully and the information I/We have submitted in this application is complete and truthful to the best of my knowledge.

SIGNATURE _____ TITLE _____ DATE _____