



The following instructions are presented to help you in preparing your application for home based business approval in the most complete form possible 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 an application for a Home Based Business, the petitioner should review the Village Zoning Ordinance to insure conformity with intent and compliance with all regulatory requirements. A copy of the Ordinance has been attached for your review. Questions regarding these documents or any requirements contained therein should be directed to the Community Development Department at (847)923-4420.

The Home Based Business approval process involves the following steps:

1. Submittal of Application. This step involves the submittal of the attached Home Based Business application at the Permit Counter of the Community Development Department.
2. Payment. Fee payment shall be submitted with an application and shall be made out to the *Village of Schaumburg* in the amount indicated below*:
 - Home Based Business License - \$95/calendar year.
 - Chauffeur License/ Home Based Business - \$95/calendar year.
 - Non Contractor License Home Based business – \$95 calendar year
 - Contractor License/ Home Based Business - \$108/calendar year.

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

3. Contractors operating a Home Based Business in Schaumburg shall be required to obtain Home Based Business approval, as part of obtaining a Contractor's Business License.
4. Staff Review. Upon receipt of the applications and fee payment, the application will be reviewed by the Community Development Department.
5. Approval Inspection. An inspection of your home is required to approve a Home Based Business. An inspection will be scheduled to ensure what is stated on the application is what exists at the

home. Code Enforcement staff will schedule an inspection with you within 2 (two) days of reviewing your application.

6. Business License. After the approval by the Community Development Department, the resident will be notified and the license will be issued. Contractors operating a Home Based Business shall be required to obtain Home Based Business approval, as part of obtaining a Contractor's Business License.
7. Annual Inspections. Annual inspections of home Based Businesses are required for those businesses that deal with people, animals, hazardous substances, or food products. All other Home Based Businesses will receive an inspection once every three (3) years.



VILLAGE OF SCHAUMBURG

ORDINANCE
Community Development Department
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.3700

Title 15: LAND USAGE

Chapter: 154 ZONING

§ 154.65 HOME OCCUPATIONS.

Home occupations shall be permitted as accessory or secondary uses in all residence districts subject to the provisions of this section. 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 community development 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 daycare homes with eight (8) or fewer children, shall not occupy more than one hundred sixty (160) square feet or twenty five percent (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. Home occupations involving the parking of a commercial vehicle or trailer shall abide by section 154.121 of this chapter.
- 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 semitractor/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 subsection (A)(6) of this section. Except for home daycare, 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 ensure the promotion of the public health, safety, comfort and welfare. The following home occupations require special use approval:

- 1) Noncompliance With Subsection (A) Of This Section: Any home occupation not complying with all or part of the requirements specified in subsection (A) of this section.

- 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 daycare homes that requires the care or treatment of humans, excluding daycare homes licensed to provide care for a maximum of eight (8) children during all or part of the day. Daycare homes, when licensed to provide care to not more than eight (8) children and which require an assistant caregiver to satisfy the State of Illinois licensing standards for daycare 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 the provisions of section 154.44 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 daycare homes which shall receive two (2) unannounced inspections per year.
 - b) All home occupations are subject to inspection at any time.
 - c) All home occupations shall be inspected every three (3) 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.

(C)Nonconforming Uses: All home occupations which do not comply with the provisions of Ordinance 3140, adopted March 28, 1989, shall comply with all such provisions prior to renewal of the business license for the home occupation.

(D)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.

(E)Homeowners' Associations: If the proposed home occupation is within the jurisdiction of a homeowners' association, and the homeowners' 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 homeowners' association approving such home occupation is submitted with the home occupation application. If the homeowners' 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 homeowners' association rules governing home occupations, the home occupation application may be considered.

Please contact the Community Development Department with any questions or concerns.



VILLAGE OF SCHAUMBURG

PERMIT APPLICATION FOR HOME BASED BUSINESS

Community Development Department
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4420

BACKGROUND INFORMATION

Petitioner's Name: _____

➤ Address: _____

➤ City: _____ State: _____ Zip: _____

➤ Telephone Number(s): _____

➤ Email Address/Billing Address: _____

Current Property Owner's Name: _____ same as above

➤ Address: _____

➤ City: _____ State: _____ Zip: _____

➤ Telephone: _____

➤ Email Address: _____

Yes No Do you rent your dwelling? If yes, who do you rent from? _____

Yes No Is your dwelling within the jurisdiction of a homeowners' association or multiple-family planned unit development? If yes, what is their name? _____

If you answered yes to any questions above, you must submit with your application, written permission from the association and/or property owner to have a home based business in your home.

HOME BASED BUSINESS INFORMATION

Business Name: _____ Corporate Name: _____

Website Address: _____

Business Phone: _____ Business Fax: _____

Type of Home Business: _____

Describe in detail the business and how it is operated: _____

Relating to your business only, please answer the following. If you answer yes to any question, please explain further below:

- Yes No Do you allow clients or customers to come to your home?
- Yes No Do you have any employees work in your home?
- Yes No Do any employees come to your home?
- Yes No Do you handle, store, or sell food products or alcohol?
- Yes No Do you handle, store, or sell tobacco products?
- Yes No Do you handle animals in your home?
- Yes No Do you manufacture anything?
- Yes No Do you handle, store, or sell any hazardous materials or equipment?
- Yes No Do you rent your home?

Explain here: _____

Yes No Do you have a vehicle or trailer associated with the business?

- Describe the vehicle(s): _____
- License plate type and number: _____
- Vehicle Identification Number (VIN): _____
- Describe where the vehicle will be parked: _____

BUSINESS OPERATION

How many persons will be coming to your home in conjunction with the operation of the business and why will they be coming to your home? _____

Number of persons employed in the business who live in the home. _____

Number of persons employed in the business who do not live in the home. _____

Hours of operation: _____

If the sales of any goods or services takes place on or from your home, describe what is sold, how and where it is produced, where it is stored, and where, how, and to whom it is sold. _____

Please identify the approximate total area of your home and the total area of the home to be used for the business, including the area of the garage if it is used in conjunction with the business:

➤ Total area of home: _____ sq. ft. Total area used for the business: _____ sq. ft.

Yes No Is there another home based business being conducted on the premises?

➤ If yes, give name of business. _____

Yes No Are you licensed through the Illinois Division of Professional Regulation or another agency?

➤ If yes, please specify and provide the license number and/or a copy of the license. _____

I have read and understand the Home Based Business 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 the business, 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 the approval of my home based business and its 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.

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.

In consideration of the information contained in this petition, as well as, all supporting documentation, it is requested that approval be given to this home based business.

Business Name (Printed)

Address (Printed)

Business Owner's name (Printed)

Business Owner's Signature

Date