

9500 Belmont Avenue, Franklin Park, Illinois 60131

Building: PHONE (847)671-8245 FAX: (847)671-8790

Zoning: PHONE (847)671-8276 FAX: (847)671-8790

## Home Occupation Packet & Application

**YOU ARE HEREBY NOTIFIED THAT A RESIDENT MUST OBTAIN A HOME OCCUPANCY PERMIT BEFORE OPERATING A HOME-BUSINESS ON THE PREMISES AT**

\_\_\_\_\_  
*ADDRESS OF PROPERTY*

**In Franklin Park, Illinois 60131.**

Applications for Home Occupation Permits shall be obtained at the Building Department, 9500 Belmont Avenue, Franklin Park, Illinois, Second Floor. The packet must be filled out completely and returned to the Building Department in a timely manner. The application must be processed by both the Building Department and Zoning Department. You will be contacted by Village staff when your application has been reviewed.

The enclosed forms have been prepared to collect vital information needed by the Fire, Police, Health, Zoning, and Building Departments. The information will be used in our normal daily operation and during emergency. Information changed should be reported to the building administrator by calling (847) 671-8245.

Below is a checklist of items needed to submit a valid application:

COMPLETED APPLICATION PACKET

COMMERCIAL USE LETTER (SEE LAST PAGE FOR INSTRUCTIONS)

SIGNED CERTIFICATION AND ACKNOWLEDGMENT OF VILLAGE REQUIREMENTS

**OFFICE USE ONLY**

STAMP \_\_\_\_\_ DATE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

ZONING USE & CLASSIFICATION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION**

APPLICANT NAME \_\_\_\_\_  
HOME-BUSINESS ADDRESS \_\_\_\_\_  
COMMON BUSINESS NAME \_\_\_\_\_  
LEGAL BUSINESS NAME \_\_\_\_\_  
DIRECT BUSINESS PHONE \_\_\_\_\_ WEBSITE \_\_\_\_\_  
DIRECT BUSINESS EMAIL \_\_\_\_\_  
APPLICANT PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
APPLICANT EMAIL \_\_\_\_\_

**EMERGENCY CONTACT**

This information will be used by the Fire and Police Departments in case of emergency

EMERGENCY CONTACT NAME 1 \_\_\_\_\_  
EMERGENCY PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
EMERGENCY CONTACT EMAIL \_\_\_\_\_  
EMERGENCY CONTACT NAME 2 \_\_\_\_\_  
EMERGENCY PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
EMERGENCY CONTACT EMAIL \_\_\_\_\_

**BUSINESS INFORMATION**

WHAT IS THE PROPOSED HOME-BUSINESS? \_\_\_\_\_  
WHERE IN THE HOME WILL THE BUSINESS OPERATE? \_\_\_\_\_  
HOW MANY SQUARE FEET WILL THE HOME-BUSINESS OCCUPY? \_\_\_\_\_  
HOURS OF OPERATION \_\_\_\_\_ CHECK DAYS OF OPERATION  
M T W R F Sa Su  
WILL CUSTOMERS OR EMPLOYEES WORK AT/VISIT THE HOME? IF YES, DESCRIBE HOW MANY AND HOW OFTEN?  
\_\_\_\_\_  
HOW OFTEN WILL YOU RECEIVE DELIVERIES/SHIP PACKAGES? \_\_\_\_\_  
LIST SPECIAL EQUIPMENT TO BE UTILIZED AT ON-SITE: \_\_\_\_\_  
WILL ANY OPERATIONS TAKE PLACE OUTSIDE THE HOME? \_\_\_\_\_  
WILL ANY WORK-RELATED VEHICLES BE PARKED ON-SITE? \_\_\_\_\_  
WILL ANY MATERIALS BE STORED ON-SITE? \_\_\_\_\_  
WILL ANY SALES TAKE PLACE ON-SITE? \_\_\_\_\_

## **HOME OCCUPATION ACKNOWLEDGMENT**

### **Section 9.5D HOME OCCUPATION of the Village of Franklin Park Zoning Code**

#### **Definition**

Home Occupation. An activity carried out for economic gain by a resident, conducted as an accessory use in the resident's dwelling unit.

#### **General Regulations**

Home occupations must be:

- a. Incidental to the residential use of the zoning lot.
- b. Compatible with residential uses and cannot detract from the residential character of the neighborhood.
- c. Limited in extent.

#### **Conditions**

A permitted home occupation is subject to the following conditions:

- a. A home occupation must be operated entirely within a dwelling unit or a permitted accessory structure. Space within a garage for a home occupation cannot occupy required vehicle parking spaces.
- b. A home occupation cannot have a separate entrance from outside the building, or otherwise involve an alteration in the residential appearance of any structure upon the property.
- c. A home occupation cannot display or create outside the building any external evidence of its operation. A home occupation cannot display any sign or advertisement visible from outside of the dwelling unit. No advertisement for the home occupation may be placed containing the address of the property.
- d. Only members of the household residing in the dwelling may work in connection with the home occupation.
- e. Performance standards:
  - i. A home occupation cannot utilize mechanical or electrical equipment other than the type normally found in a dwelling unit or associated with domestic or hobby purposes. Electrical or mechanical equipment that creates visible or audible interference in radio or television receivers or causes fluctuation in line voltage outside the dwelling unit or that creates noise not normally associated with residential uses is prohibited.
  - ii. The home occupation cannot produce offensive noise, vibration, smoke, electrical interference, dust, or other particulate matter, odors, heat, humidity, or glare detectable to normal sensory perception beyond the lot lines, or beyond the walls of the dwelling unit if the unit is part of a multi-family structure.
  - iii. No toxic, explosive, flammable, combustible, corrosive, etiologic, or radioactive materials, or materials which decompose by detonation can be stored or used in connection with a home occupation.
- f. Merchandise cannot be displayed or offered for sale either within or outside of the building.
- g. No home occupation may involve outside customers or visitors that come to the home.
- h. A home occupation cannot use required off-street parking spaces.
- i. The home occupation cannot generate greater traffic volumes or have a greater impact upon availability of parking than would normally be expected from residential uses in a residential neighborhood.
- j. No exterior storage of home occupation materials, supplies, or equipment used is permitted. No waste resulting from any off-site operation of a home occupation may be stored in any manner on the lot associated with the home occupation or upon any right-of-way.
- k. All delivery of merchandise, goods, or equipment must be by a passenger motor vehicle or by parcel or letter carrier mail services using vehicles typically employed in residential deliveries.
- l. The use or storage of tractor trailers, semi-trucks, or heavy equipment, such as construction equipment used in a commercial business, is prohibited and is not allowed to be dispatched from the home.
- m. The following types of home occupations or operations are specifically prohibited:
  - i. Repair and service of any vehicles, any type of heavy machinery or any type of engine, is prohibited.
  - ii. Small electronic repair, including computers.
  - iii. Rental services, where any materials for rent are stored on-site and customers visit the residence to pick-up and return the product, are prohibited.
  - iv. Dispatching services, where workers report to the home for dispatching, are prohibited.
  - v. Any administrative services associated with the home occupation, such as workers report to the home for paychecks.
  - vi. The business of firearm transfers.
  - vii. Short term rentals (See Village Code Section 4-6, Article E)
  - viii. Any operation of an industrial use typically permitted in an industrial district is prohibited.

**COMMERCIAL USE LETTER INSTRUCTIONS**

Please provide a COMMERCIAL USE LETTER that includes the following:

- Detailed description of business operations and background
- Reason for locating in Franklin Park
- Manager, owner or person of responsibility contact
- Business marketing packet (if available)

ADDRESS TO: John P. Schneider  
 Zoning Administrator  
 Village of Franklin Park  
 9500 W Belmont  
 Franklin Park, IL 60131

Commercial use letter must be TYPED\* using company letterhead or logo.

\*If you do not have access to a personal computer to type a commercial use letter, free computer use is provided at the Franklin Park Public Library located at 10311 Grand Ave, Franklin Park, IL 60131.

**APPLICANT CERTIFICATION**

*I certify that the information provided in this application is true and correct to the best of my knowledge and agree that I have a continuing obligation to inform the Village if there is a change in circumstances.*

\_\_\_\_\_  
 INITIAL

*I certify that I have read and understand the Home Occupation Acknowledgement provided in this application and agree to the conditions of Section 9.5 of the Village Zoning Code.*

\_\_\_\_\_  
 INITIAL

*I certify that I will complete all work required by the Building Department before occupying the site and obtain all necessary permits for any site or building work I will undertake.*

\_\_\_\_\_  
 INITIAL

*I certify that I will obtain a Certificate of Occupancy before occupying the site.*

\_\_\_\_\_  
 INITIAL

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
 NOTARY PUBLIC