

# APPLICATION FOR HOME OCCUPATION

## VILLAGE OF LIBERTYVILLE

Community Development Department  
200 E. Cook Avenue, Libertyville, IL 60048  
www.libertyville.com/planning

Phone: (847) 918-2028

Fax: (847) 367-5148

<i>Location Address</i>		<i>Business Name</i>
<i>Name</i>	<i>Street Address, City, State, Zip</i>	<i>Contact Numbers</i>
<i>Property Owner</i>		Phone:
		Fax:
		Cell:
<i>Tenant (If applicable)</i>		Phone:
		Fax:
		Cell:
<i>Contact Name</i>		Phone:
		Fax:
		Cell:
<i>Would you like to be contacted via e-mail?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Please provide e-mail address</i>	@	

<i>Business Information</i>		
<i>Intended Use</i>		
<i>Square Footage to be Occupied</i>		
<i>Number of Employees</i>		
<i>Hours of Operation</i>		
<i>Number of Customers Per Day</i>		
<i>SIC Code (if available)</i>		
<i>Applicant</i>		
<i>All information provided herein is true and correct and all provisions of the ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.</i>		<i>Received</i>
<i>Print Name of Applicant</i>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant  <input type="checkbox"/> Other	
<i>Signature of Applicant</i>	<i>Date</i>	
FOR OFFICE USE ONLY:	<i>Zoning Approval</i>	<i>Approval Date</i>

**The Village of Libertyville reserves the right to request any additional information necessary for the review process**

ZC 9-2.1 **Home Occupations.**

- a. Zoning Certificate of Compliance and Zoning Certificate of Occupancy Required. No home occupation shall be established or maintained unless a Zoning Certificate of Compliance and a Zoning Certificate of Occupancy shall both have first been issued in accordance with the provisions of Sections 16-4 and 16-5, respectively, of this Code.
- b. Use Limitations.
  - 1) General Limitations. Every home occupation shall comply with the use limitations applicable in the district in which it is located.
  - 2) Employee Limitations.
    - i) The entrepreneur of every home occupation shall be domiciled in the dwelling unit where such home occupation is conducted.
    - ii) Except for the operation of a Day Care Home - Type 2, no more than one person who is not domiciled in the dwelling unit 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 at the dwelling unit devoted to such home occupation.
  - 3) Structural Limitations.
    - i) No alteration of any kind shall be made to the dwelling unit where a home occupation is conducted that would change its residential character as a dwelling unit, including the enlargement of public utility services beyond the capacities customarily required for residential use.
    - ii) No separate entrance shall be provided in connection with the conduct of any home occupation.
  - 4) Operational Limitations.
    - i) Except for the operation of a Day Care Home, every home occupation shall be conducted wholly within a principal dwelling unit or a permitted accessory structure.
    - ii) Except for the operation of a Day Care Home, no more than a total of six hundred (600) 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 or any permitted accessory structure shall be specially designed and set aside exclusively for the conduct of a home occupation.
    - iii) 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 the maximum number of individuals permitted to receive, and receiving, day care services in a Day Care Home and except that the attendance of up to two persons at any one time may be allowed between the hours of 6:00 a.m. and 9:00 p.m. for the purpose of receiving private instruction in any subject or skill, or for the receipt of stock in trade. "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.

- iv) No traffic in excess of that typical of residential occupancy shall be permitted in connection with any home occupation.
- v) 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 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.
- vi) No activity that causes any nuisance or that is noxious, offensive or hazardous shall be permitted in connection with any home occupation.
- vii) No outdoor storage shall be allowed in connection with any home occupation.
- viii) No refuse in excess of the amount allowable for regular residential pick-up shall be generated by any home occupation.
- ix) Vehicles used in connection with any home occupation shall be subject to the requirements of Article 10 of this Code.
- x) No Day Care Home shall be allowed unless it has filed, and maintains current, with the Village Administrator, adequate proof of prior licensing, certification or other approval of every public agency charged with the regulation of the proposed Day Care Home, if any.

5) Signage and Visibility.

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

6) Licensing Requirements. Every home occupation shall be subject to applicable business licensing and inspection requirements and shall comply with all applicable State and local laws and regulations, including licensing and permitting requirements.