



# Village of Carol Stream

500 N. Gary Avenue, Carol Stream, Illinois 60188

<b>Phone:</b> (630) 871-6230	<b>Fax:</b> (630) 665-1064	<b>Website:</b> www. Carolstream.org	<b>E-mail:</b> communitydevelopment@ carolstream.org
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## Informational Handout Home Occupation Regulations

Carol Stream residents may operate lawful businesses or occupations out of their homes, provided that the business can be conducted in accordance with the Village's regulations for home occupations. Generally, businesses that will not generate adverse impacts on neighboring properties, and which present no visible indication from the exterior of the home that it is being used for anything other than a dwelling, are allowed to operate out of a home.

The Zoning Code contains rules for home occupations to ensure that they will not diminish the character of residential neighborhoods. **All home occupations must be registered with the Village.** This handout provides information about the rules and regulations applicable to home occupations in Carol Stream, and describes the process for registering a home occupation with the Village. Persons interested in operating a business out of a home should consult Section 16-12-6 of the Carol Stream Zoning Code for the complete Home Occupation regulations.

### **Business Registration Application/Statement of Compliance:**

A *Business Registration Application* and *Home Occupation Statement of Compliance* can be obtained from the Information/Cashier counter at Carol Stream Village Hall, or online at [www.carolstream.org](http://www.carolstream.org) by clicking on the "Licenses and Permits" link under the "Residents" drop-down menu at the top of the page. The *Business Registration* application and *Home Occupation Statement of Compliance* must be signed and submitted to the Information/Cashier counter. Important information about the application is as follows:

- ✓ A written description of the nature of the business must be provided on the application.
- ✓ The application fee is \$25.00 for applications submitted between January 1<sup>st</sup> and June 30<sup>th</sup> and \$12.50 for applications submitted between July 1<sup>st</sup> and December 31<sup>st</sup>.
- ✓ Applications are processed in approximately seven business days;
- ✓ *Business Registration* applications and the application fee are due each year;
- ✓ The Finance Department automatically sends out annual renewal applications to all businesses registered during the previous year.

### **Basic Home Occupation Regulations:**

Home occupations...

- ✓ May only be conducted within the dwelling by a member of the family residing in the dwelling, and not more than one additional non-resident assistant or employee.

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***Informational Handout***  
***Home Occupation Regulations***

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- ✓ May not involve the use of any accessory building, second structure or outside storage of materials or equipment.
  - ✓ May have one wall-mounted name plate measuring not more than 1.5 square feet in area.
  - ✓ May not have a separate outside entrance provided solely for the home occupation.
  - ✓ May not generate noise, dust, glare, odors, noxious fumes, vibrations or smoke that would exceed that which is normally produced by a single-family dwelling.
  - ✓ May not generate significantly greater traffic volume than normally expected in a residential area.
  - ✓ May not have more than four clients or customers in the dwelling unit or on the premises during any period of 60 consecutive minutes.
  - ✓ May not generate motor vehicle traffic or visits between the hours of 11:00 p.m. and 6:00 a.m. except for child care operations.
  - ✓ Must comply with all local, state or federal regulation pertinent to the activity involved.
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**Please do not hesitate to contact the Community Development  
Department with any questions at (630) 871-6230 or  
[communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org)**



# Village of Carol Stream

## Home Occupation Statement of Compliance

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I have read the regulations for Home Occupations as contained in Chapter 16, Article 12 of the Carol Stream Zoning Code. I understand that a "Home Occupation" is defined as any occupation or activity resulting in financial gain and in which the occupation or activity is conducted entirely within the structural confines of the residential dwelling, including attached garages. I also understand that the use as a home occupation must be clearly incidental and secondary to the use of the dwelling as a residential home.

**In the space below, please provide a description of the proposed business, including details about the nature of the work that would take place in the home.**

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*I affirm that the business I propose to operate out of my home will comply with the regulations for Home Occupations as set forth in Section 16-12-6 of the Carol Stream Zoning Code.*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your interest in operating a home occupation in Carol Stream. Please do not hesitate to contact the Community Development Department at 630-871-6230 with any questions.

# Village of Carol Stream

## Home Occupation Regulations

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### § 16-12-6 HOME OCCUPATIONS.

(A) *Intent and purpose.*

- (1) To protect residential areas from adverse impacts that are sometimes associated with home occupations.
- (2) Maintain and preserve the character of residential neighborhoods.
- (3) Provide for the protection of the health, safety and welfare of all village residents.
- (4) Afford all residents of the village a broad choice in the use of their home to produce or supplement personal and family income in our ever changing society.

(B) *Performance standards.*

(1) Only lawful activities that involve the performance of a business or occupation that is a permitted use or special use within the zoning districts contained within this chapter may be conducted within a home occupation.

**Exception:** A person who possesses a valid Federal Firearms License may carry out that business as a home occupation provided that all other regulations of this Section are complied with.

(2) It is conducted within the dwelling by a member of the family residing in the dwelling, and not more than one additional non-resident assistant or employee on the premises.

(3) Home occupations shall not involve the use of any accessory building, second structure or outside storage of materials or equipment.

(4) There is no display or activity that will indicate from the exterior of the dwelling that it is being used in whole or in part for any use other than a dwelling, except one name plate shall be permitted, no more than one square foot in area which contains only the name of the occupant of the dwelling and the home occupation conducted therein and is attached to the dwelling and not illuminated.

(5) There shall be no structural alterations or special construction features inconsistent with a residential use. There shall be no separate outside entrance provided solely for the occupation.

(6) The noise, dust, glare, odors, noxious fumes, vibrations or smoke emanating from the premises should not exceed that which is normally produced by a single-family dwelling.

(7) Equipment which is necessary to the occupation may be used provided it does not create visible or audible interference in radio or television receivers or phones and it does not cause fluctuations in line voltage off the premises.

(8) It does not generate significantly greater traffic volume than normally expected in a residential area, except as outlined elsewhere in this section, and deliveries to the occupation by the United States Postal Service, UPS, Federal Express, or any other licensed delivery service do not exceed what would normally be expected in a residential area.

(9) The parking of customer's or client's vehicles should not create safety hazards or unusual congestion. If the occupation is of the type that customers or clients visit the premises frequently, there shall be no more than four clients or customers in the dwelling unit or on the premises during any period of 60 consecutive minutes. Motor vehicle traffic generated by the occupation shall be prohibited from visiting the premises between the hours of 11:00 p.m. and 6:00 a.m. except for child care operations. Motor vehicle traffic associated with the occupation shall be limited to no more than four vehicles during any period of 60 consecutive minutes. The number of additional customers, clients or motor vehicles can be increased to not more than eight to allow for the type of occupation that involves classes, demonstrations, meetings, students, day care or other similar occupations.

(10) A day care facility may provide outdoor supervised recreation on the property during reasonably limited periods.

(11) The use shall comply with all local, state or federal regulations pertinent to the activity involved. The operation shall not be construed as an exemption from any such regulations, including but not limited to any regulation or requirement regarding licensing; storage of drugs, pharmaceuticals, chemicals, and the like; the disposal of any drugs, pharmaceuticals, chemicals, and the like.

(12) All persons engaging in home occupation activities for which a Federal Firearms License is required shall store firearms either in locked cases or in racks in which the firearms are securely locked to the racks. Firearms ammunition shall only be stored in locked cases.

(13) For the purpose of this section, garage sales are not considered a home occupation and are not required to comply with the performance standards contained herein, provided that a residential property may conduct a maximum of three garage sales per calendar year, and may participate in a maximum of five multi-home garage sales per calendar year. An individual or multi-home garage sale may not exceed four days in duration.

(C) *Administration procedures.*

(1) Any person with intent to operate a home occupation must make application with the Village Clerk.

(2) If the Community Development Department determines that a violation is occurring or has occurred and has not been corrected, it shall request that the Village Board hold a hearing to revoke or suspend the home occupation permit or business license or it shall institute an ordinance enforcement action.

(3) The application fee for a home occupation permit is \$25 and must be paid at the time of the request.

(4) A permit for a home occupation and/or companion business license, if one is required, shall be issued only to the occupant of the home and is nontransferable.

(5) The Community Development Department may deny the issuance of a permit for a home occupation for noncompliance with the criteria set forth in the Zoning Code. Any appeal of the Department's decision in regard to denial of a home occupation shall be made to the Zoning Board of Appeals which shall conduct a hearing, and shall either order a permit to be granted, or affirm its denial.

(6) Inspection. The home occupation applicant shall permit any reasonable inspection of the premises, as required by law, by the Community Development Department, to determine compliance with the Zoning Code regulations.

(D) *Enforcement.*

(1) Any person believing that a violation or violations of these regulations is occurring and who desires that action be taken by the village shall notify the Community Development Department in writing of such alleged violations. Within 30 calendar days after receipt by the department of such written allegations, an investigation of the alleged allegations to determine the merits thereof will be made. Within ten calendar days after the department has completed the investigation, written notice will be given to the complaining person.

(a) If the department determines that no violation as alleged or otherwise is occurring, written notification of that decision shall be given to the complaining person.

(b) If the department determines that a violation is occurring or has occurred as alleged, notification of that decision and a time for compliance shall be sent by certified mail, return receipt requested, to both the violator and complaining person. The written notification shall also state what action, if any, will be taken if compliance is not timely effected.

(2) Any person feeling aggrieved by a decision of the Department may appeal that decision to the Zoning Board of Appeals, which shall render a recommendation to the Village Board.

(E) *Nonconforming uses.* Any home occupation operating in the village on the date of the passage of this section (February 9, 1988) can continue to operate so long as it remains in compliance with the prior provisions regarding home occupations which were in existence at the time the home occupation commenced. Any new home occupation, or expansion of an existing use, shall comply with the provisions of this section. (Am. Ord. 2006-08-41, passed 8-21-06)



# Village of Carol Stream

500 N. Gary Avenue - Carol Stream, Illinois 60188-1899  
 (630) 665-7050 - Fax (630) 665-7058

Date Paid: _____
Payment Type: _____
Approved By: _____

## Business Registration

Company Name: \_\_\_\_\_

Fed. Tax ID/TIN: \_\_\_\_\_

Retail Sales Tax ID: \_\_\_\_\_

SIC Code: \_\_\_\_\_

**\*\* (REQUIRED)\*\* Describe the nature of your business - the products and/or services you provide:**

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**LOCAL INFORMATION**

Operating Name:	
Local Address:	
City/State/ZIP:	
Phone No.:	
Opened in CS:	
No. of Employees:	
Residential:	
Corporate Name:	
Corporate Address:	
City/State/ZIP:	
E-mail Address:	

**BILLING INFORMATION**

Contact Name:	
Title:	
Billing Address:	
Address:	
City/State/ZIP:	
Phone No.:	

**OWNER/OPERATOR/MANAGER INFORMATION**

Business Type:	
Owner/GM:	
Title:	
Home Address:	
City/State/ZIP:	
Phone No.:	

**CORPORATE OFFICERS OR PARTNER INFORMATION**

Name and Title:	Address	City/State/ZIP	Phone No.

FORM CONTINUED ON REVERSE SIDE

**EMERGENCY KEY HOLDERS (OTHER THAN OWNER)**

Name	Address	Home Phone	Cell Phone

**BUILDING OWNER OR MANAGEMENT COMPANY**

Name	Address	Home Phone	Cell Phone

**VENDING**

Indicate the total number of vending machines at your location (see instructions for details)

If applicable, please indicate whether you (Company), or your vending company (Vending), will purchase vending licenses for machines on your premises. (Circle one) Company  
Vending

If your vending company will purchase your vending licenses, please indicate their name, address and contact person below:  
 \_\_\_\_\_  
 \_\_\_\_\_

**AMUSEMENTS**

Indicate the number of amusement devices at your location (see instructions for definitions). \_\_\_\_\_

Indicate the number of pool tables at your location. \_\_\_\_\_

Indicate the number of juke boxes, or similar devices, at your location. \_\_\_\_\_

Indicate the number of coin operated children's rides at your location. \_\_\_\_\_

**FEE SCHEDULE**

**REGISTRATION FEE REQUIRED ALL BUSINESS** **\$ 25.00** \_\_\_\_\_

**VALID JANUARY 1 THROUGH DECEMBER 31**

**ADDITIONAL REGISTRATION FEES IF APPLICABLE**

**BANK** (Additional fee required with \$25 Registration Fee) **\$ 50.00** \_\_\_\_\_

**TOBACCO** **\$100.00** \_\_\_\_\_

Do you wish the village to provide you with required signage for tobacco sales? (Circle One) Yes or No  
 If yes, indicate the number of signs you would like mailed to you. \_\_\_\_\_

**AMUSEMENTS**

**Game Room License Classifications:**

'A' Class	20 or more devices	<b>\$600.00</b>	_____
'B' Class	6 or 19 devices	<b>\$300.00</b>	_____
'C' Class	2 or 5 devices	<b>\$175.00</b>	_____

**Devices (see instructions for definitions)**

Amusement Devices	_____ X	<b>\$ 55.00</b>	_____
Pool Tables	_____ X	<b>\$ 40.00</b>	_____
Juke Boxes	_____ X	<b>\$ 25.00</b>	_____
Coin Operated Children's Rides	_____ X	<b>\$ 15.00</b>	_____

**VENDING**

(Enter number of vending machine licenses paid by your company) \_\_\_\_\_ X **\$ 15.00** \_\_\_\_\_

**TOTAL OF ALL FEES** \_\_\_\_\_

**NEW APPLICANTS: After June 30th - fees are 1/2 annual amount.**