

	<p><i>Village of Carol Stream</i></p> <p>500 N. Gary Avenue, Carol Stream, Illinois 60188</p>			
	Phone: (630) 871-6230	Fax: (630) 665-1064	Website: www. Carolstream.org	E-mail: communitydevelopment@ carolstream.org

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 16-4-16 of the Unified Development Ordinance 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 by clicking on “Finance” under the “Departments” drop-down menu at the top of the page, and scrolling to “Business Registration and Licenses.” The *Business Registration* application and *Home Occupation Statement of Compliance* must be signed and submitted to the Information/Cashier counter, or mailed to 500 N. Gary Avenue (Attention: Finance Department). Important information about the application is as follows:

- ✓ A written description of the nature of the business must be provided on the application.
- ✓ The annual application fee is \$25.00. A fee of \$12.50 is due for new business applications where operations commence between July 1st and December 31st of the initial year of registration.
- ✓ Applications are processed in approximately seven business days;
- ✓ *Business Registration* applications and the application fee are due each year; annual renewal applications are automatically mailed to all businesses registered during the previous year.

Informational Handout
Home Occupation Regulations

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.
- ✓ 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 one square foot 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.

**Please do not hesitate to contact the Community Development
Department with any questions at (630) 871-6230 or
communitydevelopment@carolstream.org**

