



City of Prospect Heights

Department of Building & Zoning

8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070

Office:847/398-6070 x 211-FAX: 847/590-1854-www.prospect-heights.il.us

HOME OCCUPATION GUIDELINE

(Disclaimer: This guide is may not be all inclusive, additional regulations may apply) Edited 5-2013

PERMIT SUBMITTAL REQUIREMENTS:

- Completed application
- Plat of plats survey(3 copies)
- Provide three (3) copies of a site plan showing the proposed exact location of the proposed occupation.
- Provide a detailed floor plan, submit in triplicate.
- Provide a detail of any accessory use that applies to this proposal
- Provide proposed type of business
- Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement, or floodway.

GENERAL REQUIREMENTS:

- Depends upon the situation.
- Also refer to the state or federal agencies that license(s) such businesses.

APPLICABLE CODES:

- City of Prospect Heights Municipal Ordinance(<http://www.prospect-heights.il.us/>)

ZONING REGULATIONS:

5-3-5: HOME OCCUPATIONS:

Subject to the limitations and restrictions set forth in this section, a home occupation shall be permitted in all residential districts (except that all references to garages are restricted to the R-1 zoning district only) provided that:

- A. It is conducted entirely within the dwelling or from within a garage by a resident member of the family residing in the dwelling, and when such home occupation is incidental and secondary to the use of dwelling for dwelling purposes.
- B. There is no employment on site of more than one person in addition to the occupants of the dwelling.
- C. Not more than one-fourth ($\frac{1}{4}$) of the total floor area of any one story of a dwelling and one-fourth ($\frac{1}{4}$) of the total area of one garage is devoted to such home occupation or any storage or other activities in support of or relating to such home occupation.
- D. It does not require internal or external alteration not customarily in a dwelling or garage nor shall there be a separate entrance for such uses.

- E. There is no display, activity, or noise that will indicate from the exterior of the building that it is being used in whole or in part for any use other than a dwelling or garage. Displays and signs so located inside so as to be viewed through a window are also prohibited. Further, no stock or trade is kept or sold, including also such as are made on the premises, or services rendered on the premises that require a receipt or delivery of merchandise, goods or equipment by other than carrier mail service, United Parcel Service, or similar type delivery service, or a class B license size vehicle of the person conducting the home occupation.
- F. A home occupation conducted by a professional person or persons rendering personal services shall be only for consultation, emergency treatment, instruction, or performance of religious rites.
- G. Teaching of musical lessons and dancing shall be conducted only in a single-family detached dwelling, and not more than three (3) pupils at one time in any other dwelling unit.
- H. Permitted home occupations shall not include any of the following:
1. Any manufacturing or processing of goods, materials or products;
 2. Machine shops, automobile repair shops, welding shops, restaurants, tourist homes, clinics or hospitals, stables, animal hospitals, dog kennels;
 3. Any use which creates objectionable noise, fumes, odor, dust, electrical interference, or more than normal residential traffic;
 4. Any use requiring special code requirements for handling or performance due to combustibility, toxicity, radioactivity, or volatility or the use or storage of any substance or material deemed hazardous by the zoning administrator.
- I. There shall be no exterior storage of equipment or materials used in such home occupations.
- J. Any activity, which is not a permitted home occupation under this section shall be considered as a business use and is prohibited in all residential districts. (Ord. 0-92-25, 6-1-1992)

INSPECTION REQUIREMENTS:

- Post hole and final inspections are required.
- Call 847-398-6070 x 211 to schedule an inspection