



MAJOR HOME OCCUPATION INFORMATION

A MINOR Home Occupation Does NOT REQUIRE A PERMIT (Section 6-5-5):

Your business qualifies as a Minor Home Occupation Permit if it meets all of the following conditions:

- (1) The total area used for the home occupation does not exceed 15% of the floor area of your home or 400 square feet (whichever is less) of the habitable floor area of the dwelling.
- (2) You are not selling products directly to customers in your home.
- (3) Only residents are employed on the premises.
- (4) There are never more than 3 clients at one time at your home and no more than 6 clients total per day.
- (5) You never have more than (1) one delivery of bulk material per week and that delivery occurs between 8:00 A.M. and 5:00 P.M.

If your business meets all of these conditions, you do not need to apply for a Home Occupation Permit.

Examples of Minor Home Occupations (Section 6-5-5):

Legal Services
Accounting Services
Salesman
Architectural Services
Interior Design

Graphic Arts
Word Processing
Consulting
Therapist
Social Work

Mail Order (for receipt of mail orders)
Telephone Sales
Teaching
Tutoring
Counseling

Use this application only to apply for a Major Home Occupation permit.

The following regulations apply to home occupations.
See Chapter 5 of the Zoning Ordinance, Title 6 of the City Code.

MAJOR Home Occupations must meet the following conditions (Section 6-5-6):

- (1) The total area used must not be more than 25% of the floor area of your home.
(For example: In a 1000 sq. ft home, no more than 250 sq. ft (approx 16' x 16' of space) can be used)
- (2) No more than 2 non-residents can be employed on the premises.
- (3) No more than 6 clients at one time; and not more than 12 clients during a 24 hour period are allowed at your home.
- (4) The number of deliveries of bulk material cannot be more than 3 times a week and must occur between the hours of 8:00 am - 5:00 pm, Monday through Friday.

All home occupations must comply with the following standards (Section 6-5-4):

- Garages cannot be used for Home Occupations.
- The permit is only valid for the address listed on this application.
- A home occupation permit cannot be transferred to another person.
- The operator must live in the unit in which the home occupation operates.
- No clients/pupils are permitted between the hours of 9:00 P.M. and 7:00 A.M.
- The home occupation can not cause a significant increase in traffic or need for parking.
- The business must not interfere with deliveries of utilities or other services to the area.
- The home occupation must be incidental & secondary to the residential use of the property.
- The business must be completely contained within your residence (including storage).
- No toxic, explosive, flammable, radioactive or other restricted or hazardous material shall be used, sold or stored.
- No structural alterations are allowed to your residence to accommodate the business. You cannot create a separate entrance or display signage of any type.
- The business can not generate any noise, vibrations, smoke, dust, odor, heat, glare or electrical interference with radio or television transmission in excess of that which is normally produced by a dwelling unit.
- Home Occupations exclude providing shelter or lodging to persons who are not members of the family.

Examples of MAJOR Home Occupations (Section 6-5-6):

1. Teaching, instructing, tutoring or counseling
2. Photo developing
3. Upholstering
4. Dressmaking & alterations
5. Woodworking
6. Jewelry making
7. Word-processing and typing
8. Caterers, using no equipment other than that customarily used for household purposes,
9. Repair services, provided no retail business is conducted on premises
10. Mail order businesses & telephone sales

The following are prohibited as Home Occupations under all circumstances (Section 6-5-7):

1. Repair of motorized vehicles
2. Animal hospitals or kennels
3. Barber shops or beauty parlors
4. Clubs, including fraternities & sororities;
5. Funeral chapels or homes;
6. Medical or dental clinics;
7. Restaurants;
8. Warehousing;
9. Welding or machine shops;

5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form
- Application Fee Amount \$_____ Check # _____(if applicable)

Notes:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be “held” at the zoning office.
- Application Fees **may be paid by cash, check, or credit card.**
- Return this form and all required additional materials in person to:

**City of Evanston, Zoning Office
2100 Ridge Avenue, Room 3700
Evanston, IL 60201**

**Hours of Operation:
Monday – Friday, 8:30am – 5:00 pm
Excluding holidays**

The City of Evanston allows residents to use their homes for “home occupations” that are compatible with residential uses and comply with the regulations of Chapter 5 of the Zoning Ordinance. The Zoning Office will evaluate your request for compliance with City regulations and send you a response. **No Permit is required for Minor Home Occupations.**

PROPERTY INFORMATION:

How would you classify your residence?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Single-family detached Single-family attached (townhouse or condo) Two-flat Apartments or condominium building (If your residence is not a detached single-family house, verify that you are permitted to have a home occupation with your landlord or townhouse/condo association) This is not a City matter.
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APPLICANT QUESTIONS

a) What is the business name? _____

b) Describe your business _____

c) How many employees are living on-site (including applicant)? _____

d) What is the total number of employees? _____

e) What is the total square feet of living space? _____

f) How many clients will be in your home at any one time? _____

- g) How many clients will be in your home during any 24-hour period? _____

- h) What type of material will be delivered to your home? _____

- i) When and how will deliveries be made to your home occupation? _____

- j) Does your home occupation involve retail sales to customers? Yes or No (Circle One)
 Please explain: _____

Permit Procedures (Section 6-5-8):

- Once a completed Home Occupation permit application is received, the Zoning Administrator will make a determination and notify the applicant in writing within fifteen (15) days.
- Major Home Occupation permits are valid for five (5) years from the issue date.
- Permits cannot be transferred to another person or to another address. The permit is only valid for the address that appears on the permit.
- Violation of any permit requirements can constitute grounds for revocation.

DEPARTMENT OF COMMUNITY DEVELOPMENT – ZONING OFFICE

2100 RIDGE AVENUE, ROOM 3700 EVANSTON, ILLINOIS 60201

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