

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"/> Single-family detached <input type="checkbox"/> Single-family attached (townhouse or condo) <input type="checkbox"/> Two-flat <input type="checkbox"/> 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)
--	---

5. 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) What is the number of deliveries per week? _____
- j) Does your home occupation involve retail sales to customers? Yes or No (Circle One)
Please explain: _____

6. 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:

Community Development Department, Planning and Zoning
 2100 Ridge Ave., Room 3510, Evanston, IL 60201
 Hours of Operation: Monday-Friday 8:30am-Noon; 1-4pm



City of Evanston – City Code

CHAPTER 5 - HOME OCCUPATIONS

SECTION:

6-5-1. - PURPOSE AND INTENT.

The purpose of this Chapter 5, "Home Occupations," is to permit the establishment of home occupations that are compatible with the residential districts in which they are located.

6-5-2. - DEFINITION.

A home occupation is an accessory use of a dwelling unit that is:

- (A) Used for gainful employment that involves the provision, assembly, processing or sale of goods and/or services; and
- (B) Incidental and secondary to the residential use of the structure and does not change the essential residential character of the dwelling unit; but
- (C) Excludes uses that provide shelter or lodging to persons who are not members of the family residing in the dwelling unit as defined in Chapter 18, "Definitions," of this Ordinance.

6-5-3. - CLASSIFICATION OF HOME OCCUPATIONS.

A home occupation established, pursuant to this Chapter, shall be classified as either a minor home occupation or a major home occupation in accordance with Sections 6-5-5 and 6-5-6, by the Zoning Administrator pursuant to Section 6-3-9, "Administrative Interpretations." Home occupations shall be subject to the requirements set forth in Sections 6-5-5 and 6-5-6 as applicable, in addition to the general requirements for home occupations contained in Section 6-5-4. No person shall establish a major home occupation without first obtaining from the Zoning Administrator a major home occupation permit pursuant to Section 6-5-8.

6-5-4. - GENERAL REQUIREMENTS AND PERFORMANCE CRITERIA.

All home occupations shall comply with the following standards:

- (A) The operator of every home occupation shall reside in the dwelling unit in which the home occupation operates. (For the purposes of this Section 6-5-4, a coach house shall be considered part of a principal dwelling unit.)
- (B) The home occupation use shall be conducted entirely within a completely enclosed structure.
- (C) The home occupation shall not interfere with the delivery of utilities or other services to the area.
- (D) The home occupation shall not generate any noise, vibrations, smoke, dust, odor, heat, glare or electrical interference with radio or television transmission in the area that would exceed that which is normally produced by a dwelling unit in a zoning district used solely for residential purposes.
- (E) No toxic, explosive, flammable, radioactive or other restricted or hazardous material shall be used, sold or stored on the site.
- (F) There shall be no alteration of the residential appearance of the premises, including the creation of a separate or exclusive business entrance(s) or use of signage or other advertising or display to identify the business.
- (G) No clients/pupils shall be permitted between the hours of 9:00 p.m. and 7:00 a.m.
- (H) No outdoor display or storage of materials, goods, supplies or equipment shall be allowed on the premises, except for lawfully parked vehicles.

- (I) The home occupation shall, at all times, comply with all other applicable laws and ordinances.
- (J) The home occupation shall not cause a significant increase in the amount of traffic or parking on the particular residential street.
- (K) No more than fifty percent (50%) of any garage, whether attached or detached, may be used for any home occupation.

(Ord. No. 39-O-12, §§ 2, 3, 6-11-2012)

6-5-5. - MINOR HOME OCCUPATIONS.

A use shall be classified as a minor home occupation and allowed without a home occupation permit provided, in addition to the general conditions set forth in Section 6-5-4, the following specific conditions are met:

- (A) The total area used for the home occupation shall not exceed fifteen percent (15%) or four hundred (400) square feet (whichever is less) of the habitable floor area of the dwelling unit.
- (B) The direct sale of products off display shelves or racks shall be prohibited.
- (C) No one (1) other than a resident of the dwelling unit shall be employed on the premises in connection with the operation of the home occupation.
- (D) No more than three (3) clients shall, at one (1) time, avail themselves to a product and/or service provided by a home occupation nor shall more than six (6) clients avail themselves to a product and/or service during a twenty-four (24) hour period.
- (E) Deliveries of bulk material other than by mail, local courier, or inter-city courier pertaining to the home occupation shall not occur more than once a week and shall be limited to the hours between 8:00 a.m. and 5:00 p.m. Monday through Friday. Further, traffic circulation shall not be restricted or disturbed as a result of a delivery to a home occupation.
- (F) Permitted minor home occupations shall include but shall not be limited to the following:
 - (1) Attorney, CPA, salesman, architect/landscape architect, interior designer, graphic artist, word processor and consultant.
 - (2) Artist studios, provided no retail business is conducted on the premises.
 - (3) Word processing and typing services.
 - (4) Therapists, social workers, human service professionals.
 - (5) Mail order businesses, for receipt of mail order only.
 - (6) Telephone sales.
 - (7) Teaching, instructing, tutoring, or counseling.
 - (8) Domestic animal daycare services (not to exceed a total of three (3) dogs over the age of four (4) months, including property owners' pets).
 - (9) Dog sitting services (not to exceed a total of three (3) dogs over the age of four (4) months, including property owners' pets).
 - (10) Other uses similar to those listed in this Section 6-5-5 as determined by the Zoning Administrator pursuant to the provisions of Section 6-3-9, "Administrative Interpretations."

(Ord. No. [14-O-16](#), § 1, 3-14-2016)

6-5-6. - MAJOR HOME OCCUPATIONS.

A use shall be classified as a major home occupation, and allowed by permit pursuant to Section 6-5-8 provided, in addition to the general conditions set forth in Section 6-5-4, the following specific conditions are met:

- (A) The total area needed for the home occupation shall not exceed twenty-five percent (25%) of the habitable floor area of the dwelling.
- (B) The number of persons who are employed on the premises in connection with the home occupation, but who are nonresidents of the dwelling, shall not exceed two (2).
- (C) No more than six (6) clients shall, at one (1) time, avail themselves to a product and/or service provided by a home occupation nor shall more than twelve (12) clients avail themselves to a product and/or service during a twenty-four (24) hour period.
- (D) Deliveries of bulk material other than by mail, local courier, or inter-city courier pertaining to the home occupation shall not exceed three (3) per week, and shall be limited to the hours between 8:00 a.m. and 5:00 p.m., Monday through Friday. Further, traffic circulation shall not be restricted or disturbed as a result of a delivery to a home occupation.
- (E) A home occupation permit issued to one (1) person shall not be transferable to any other person and, the permit shall not be valid at any address other than the one appearing on the permit.
- (F) Permitted major home occupations shall include but are not limited to the following:
 - (1) Teaching, instructing, tutoring or counseling.
 - (2) Photo developing.
 - (3) Upholstering.
 - (4) Dressmaking and alterations.
 - (5) Woodworking.
 - (6) Jewelry making.
 - (7) Wordprocessing and typing.
 - (8) Caterers, provided no mechanical or electrical equipment shall be employed other than that customarily used for household purposes.
 - (9) Repair services, provided no retail business is conducted on the premises.
 - (10) Mail order businesses and telephone sales.
 - (11) Other uses similar to those listed in this Section 6-5-6 as determined by the Zoning Administrator pursuant to the provisions of Section 6-3-9, "Administrative Interpretations."

6-5-7. - PROHIBITED HOME OCCUPATIONS.

Certain uses by their nature of investment or the impacts related to their operation have a pronounced tendency, once commenced, to either expand beyond the scope of activity permitted for home occupations, and thereby impair the integrity of the residential district in which they are located, or exert a negative influence on the residential neighborhood in which they are located. For this reason, the following uses, regardless of their compliance with the standards in Sections 6-5-4, 6-5-5 and/or 6-5-6 are prohibited as home occupations:

- (A) Any repair of motorized vehicles such as repair or painting of autos, trucks, trailers, boats, and lawn equipment.
- (B) Animal hospitals, kennels, stables or bird keeping facilities.

- (C) Barber shops or beauty parlors.
- (D) Clubs, including fraternities and sororities.
- (E) Funeral chapels or homes.
- (F) Medical or dental clinics.
- (G) Restaurants.
- (H) Warehousing.
- (I) Welding or machine shops.
- (J) Commercial rug/carpet cleaning/repair businesses when the rugs and/or carpets are cleaned and/or repaired on the premises.
- (K) Swimming pool businesses when equipment, supplies, and/or other materials for said businesses are stored on the premises.
- (L) Landscaping businesses when equipment, supplies, and/or other materials for said businesses are stored on the premises.
- (M) Uses that impair the integrity of the residential neighborhood in which they are located, exert a negative influence on the residential neighborhood in which they are located, and/or other uses similar to those listed in this Section 6-5-7 as determined by the Zoning Administrator pursuant to the provisions of Section 6-3-9, "Administrative Interpretations."

(Ord. No. 39-O-12, § 4, 6-11-2012)

6-5-8. - PERMIT PROCEDURES.

The following procedures will apply to major home occupations:

- (A) Application for a major home occupation permit shall be made to the Zoning Administrator on a form provided by the Administrator and shall be accompanied by a filing fee established by the City Council.
- (B) After determining that the major home occupation permit application is complete, the Zoning Administrator shall make a decision and notify the applicant in writing within fifteen (15) calendar days.
- (C) All major home occupation permits shall be valid for a period of five (5) years from the initial date of approval.
- (D) Violation of the specific requirements set forth in Section 6-5-6 or the general requirements set forth in Section 6-5-4 shall be deemed as a violation of this Ordinance and shall constitute grounds for revocation of the major home occupation permit by the Zoning Administrator pursuant to Section 6-3-10-6, "Revocation of Certificate of Zoning Compliance."