

APPLICATION

HOME OCCUPATIONS



VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ARLINGTON HEIGHTS, ILLINOIS 60005

Phone: (847) 368-5200

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VILLAGE OF ARLINGTON HEIGHTS HOME OCCUPATION INFORMATION SHEET

DATE: _____

ADDRESS OF PROPOSED HOME OCCUPATION: _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Phone Number: _____

Email: _____

BUISNESS INFORMATION:

NAME OF BUSINESS: _____

DESCRIPTION OF WORK BEING DONE ON THE PREMISES: _____

(If more space is needed, please continue on a separate page.)

ARE THERE ANY NON-FAMILY PERSONS EMPLOYED IN THE OPERATION OF THE BUSINESS?

YES NO

WHERE WILL MATERIALS OR SUPPLIES RELATED TO THE HOME OCCUPATION BE STORED? _____

NAMES OF OCCUPANTS: _____

NAMES OF PROPERTY OWNERS NOT RESIDING ON THE PREMISES: _____

Please return completed form to:

Planning and Community Development Department • Village of Arlington Heights
33 S. Arlington Heights Road • Arlington Heights, Illinois 60005 • (847) 368-5200

Revised 4/23/13



Excerpt from the Arlington Heights Zoning Regulations (Chapter 28 of the Arlington Heights Municipal Code)

6.16 Home Occupation.

(Ord. # 04-059)

6.16-1 Home Occupation. An accessory use of a dwelling unit carried on by members of the immediate family residing on the premises. The use is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the residence or adversely affect the residential character of the surrounding neighborhood. An application for a home occupation shall be filed with the Director of Building. For all Home Occupations, the following standards shall apply:

- a. No person other than members of the immediate family residing on the premises shall be involved or employed in the Home Occupation.
- b. There is used no sign other than a nameplate not more than one square foot in area or no display that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling unit.
- c. No outdoor storage of materials or supplies related to the home occupation shall be permitted.
- d. There shall be no increased noise, vibration, glare, fumes, odors or electrical interference created by the Home Occupation.
- e. No exterior aspect of this residential structure shall allow the home occupation to be reasonably recognized as a non-residential use.

6.16-2 Permitted Home Occupations.

- a. Office facility of a salesman, sales representative or manufacturer's representative provided there is not manufacturing, production or storage on the premises and no more than one client on the premises at a time.
- b. Office facility of an architect, broker, engineer, insurance agent, land surveyor, lawyer, real estate agent, computer programmer, dentist, physician for consultation only and not more than one client on the premises at a time.
- c. Telephone answering service and office service to include typing, bookkeeping, transcribing and data entry.
- d. Instructional services for not more than one pupil at a time.
- e. Painting, sculpturing, writing and home crafts. Retail sale of such items in the home is prohibited.
- f. Home product retail sales where orders are taken at the home of others. Production, manufacturing and assembly of such product in the home are prohibited.

6.16-3 Prohibited Home Occupations.

- a. Catering Services
- b. Barber Shop and Beauty Salon
- c. Motor Vehicle Repair
- d. Restaurants, Tea Rooms
- e. Commercial Stables, Kennels

6.16-4 Any proposed Home Occupation that is not specifically listed as permitted or prohibited may be considered a Special use Permit subject to review and recommendation by the Plan Commission and approval by the Village Board based upon compliance with the performance standards.