



MEMORANDUM

To: Home Occupation Applicant

From: Community Development Department

RE: Home Occupation Information

Thank you for contacting our office about starting a home occupation. Enclosed is the information you requested regarding compliance with the City of O'Fallon for your business.

The excerpt from the Zoning Ordinance titled "Section 158.038(B) - Home Occupations" lists the requirements for home occupations. Please submit the following items to the O'Fallon Community Development Department at 255 South Lincoln Avenue, 2nd floor:

- 1. Completed "Application for Home Occupation Permit".**
- 2. Completed "Application for Business Registration".**
- 3. Completed "O'Fallon Police Department Business Information" form.**

You are asked not to pay the \$35.00 Home Occupation Permit fee or the \$25.00 annual business registration fee until we notify you that your Home Occupation Permit has been approved.

Once you return all this information to our office, it will be approximately 2-3 weeks to complete our review of your application. Upon approval, we will notify you that your permit has been approved and you will then need to come to the Community Development Department to pay the \$35.00 Home Occupation Permit fee and the \$25.00 annual Business Registration Fee (\$60.00 total). Please make your check payable to "City of O'Fallon."

If you have any questions, please do not hesitate to contact our office at 624-4500, Ext. 4 and we will be happy to assist you.



COMMUNITY DEVELOPMENT DEPARTMENT

255 S. Lincoln Avenue, 2nd Floor

O'Fallon, IL 62269

Ph: (618) 624-4500 x4

Fax: (618) 624-4534

APPLICATION FOR A HOME OCCUPATION PERMIT

(Do not write in this space – For office use only)

Date: _____

Permit Number: _____

I. APPLICANT INFORMATION

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

II. BUSINESS INFORMATION

Business Name & Address: _____

Parcel ID: _____ **Zoning District:** _____

Describe Your Business Plan and the functions and/or activities to be conducted at your home:

Number of Employees (not including self): _____ *(All employees must reside on the premises)*

Employees' Relationship to Business Owner: _____

Area of home dedicated to home occupation: _____ sq. ft. Total size of home: _____ sq. ft.

Will you have an identifying nameplate on the exterior of your home? Yes _____ No _____

Equipment/supplies used in the home occupation: _____

Where will the equipment/supplies be stored? _____

Will the home occupation require the use of a trailer? Yes _____ No _____

If yes, provide the size, type, and where parked: _____

Will the home occupation require the use of a commercial vehicle? Yes _____ No _____

If yes, provide the size, type, and where parked: _____

III. STATEMENT OF COMPLIANCE

Please initial the boxes below

- ☐ a) Such use shall be conducted entirely within a dwelling and carried on by the inhabitants there and no others. Home occupations may not serve as a headquarters or dispatch center where employees come to the home and are dispatched to other locations.
- ☐ b) Such use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character thereof. Client visitations to the home shall be no more than the range of typical visitations for other residential uses in the area.
- ☐ c) No vehicular or pedestrian traffic generated by a home occupation shall be allowed to cause a nuisance to neighboring properties or block or interfere with the regular flow of traffic within the neighborhood.
- ☐ d) The total area used for such purposes shall not exceed the equivalent of one-half the floor area, in square feet, of the largest floor of the dwelling unit.
- ☐ e) There shall be no advertising, display or other indications of home occupation on the premises, except one unanimated, non-illuminated flat nameplate having an area of not more than one square foot may be permitted, as part of an otherwise authorized "address and Residential Occupant Sign," subject to other requirements of the Sign Code. Such nameplate must be on the building.
- ☐ f) No in-person sales transactions, such as selling stocks of merchandise, supplies, or products may be filled on the premises, provided that orders previously made by telephone or at a sales party may be delivered or received on site subject to limits on the level of activity set forth above.
- ☐ g) There shall be no exterior storage on the premises or public right-of-way of material or equipment used in the home occupation, nor of any highly explosive or combustible material.
- ☐ h) Not more than one (1) trailer associated with the home occupation may be allowed on the premises, subject to the following requirements:
 - 1) Such trailer may not exceed 8 feet wide or 25 feet long.
 - 2) If the trailer has no visible equipment, whether it is an enclosed trailer or an empty flat bed trailer, it may be parked in the driveway. If equipment is visible, the trailer must be parked inside a garage.
 - 3) Such trailer must be able to enter and exit the premises by way of an improved, dust-free surface.

- ☐ i) The home occupation shall allow no more than one (1) commercial vehicle parking on the premises, subject to the following additional requirements:
- 1) The commercial vehicle is limited to a passenger car, van, pickup truck or service vehicle with a License Category of B, C, or D and vehicle weight of up to 12,000 pounds.
 - 2) Parking or storage of any vehicles used as a tool in the business (tow trucks, tree removers, etc.) in connection with the home occupation is prohibited on premises, unless fully concealed in the dwelling or accessory residential building. Exception: parcels in the Agricultural zoning district will be permitted to store equipment and vehicles consistent with agricultural operations as outlined in the Zoning Code.
- ☐ j) Parking or storage of, or delivery by, heavy equipment including, but not limited to, back hoes, skid loaders, dump trucks, and other similar items on the premises, is prohibited. This shall include businesses where the home is the base of operations where heavy equipment would be dispatched from the home and would create noticeable traffic to and from the home. Exception: parcels in the Agricultural zoning district will be permitted to store equipment and vehicles consistent with agricultural operations as outlined in the Zoning Code.
- ☐ k) There shall be no noise, vibration, smoke, dust, odors, heat, or glare noticeable at or beyond the property line from any business activity and all activity shall comply with applicable building and fire codes.
- ☐ l) In addition to other restrictions, the following types of uses are also prohibited: service, repair, or painting of any motorized vehicle, including, but not limited to, motor vehicles, trailers, boats, personal watercraft, recreation vehicles, and snowmobiles where the work is done on the premises where the home occupation is located; headquarters or dispatch centers where employees or contractors arrive or depart; contracting, excavating, welding, or machine shops where the work is done on the premises where the home occupation is located; tow truck services where the tow truck is stored on site; the sale, lease, trade, or other transfer of firearms or ammunition; sale or use of hazardous materials in excess of consumer quantities packaged for consumption by individual households for personal care or household use; and any other use of residential property that is detrimental or inconsistent with the residential character of the neighborhood.
- ☐ m) Exemptions: The following home occupations shall be exempt from obtaining a Home Occupation Permit, provided that all other criteria and conditions established in this Section are complied with at all times of such accessory use:
- 1) Mere home offices used for telecommuting to a primary off-site business location;
 - 2) Home-based direct sale of products and distribution in which any corporate activity is registered at another address and provided that (1) any sales parties or demonstrations are conducted off-site, and (2) the home-based business activity is not registered or required to be registered under the provisions of the Retailers' Occupation Tax Act (35 ILCS 120/) or Chapter 805 of the Illinois Compiled Statutes.

IV. AUTHORIZATION TO APPLY

Application is hereby made for a Certificate of Zoning Compliance, as required under the Code of Ordinances of the City of O'Fallon, Illinois, for permission to operate a Home Occupation. In making this application, the applicant represents all of the information above and any attachments to be a true description of the proposed Home Occupation. The applicant agrees to abide by all requirements set forth in Section 158.038(B) "Home Occupations" of the Code of Ordinances of the City of O'Fallon. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to operate a Home Occupation or to use any premises described for any purpose or in any manner prohibited by the Code of Ordinances, or by other ordinances, codes or regulations of O'Fallon, Illinois.

Applicant Signature: _____ **Date:** _____

Phone: _____ **E-mail:** _____

(If applicant is not the property owner, please refer to the "Attachment to Home Occupation Permit" form.)

STAFF USE ONLY

Staff Planner Review:

Reviewed by: _____ **Date:** _____

Community Development Director Approval:

Approved by: _____ **Date:** _____

Variance Approval (if necessary):

On _____, 20_____, a public hearing was held on this application before the Zoning Hearing Officer. The application was ***approved / denied*** (CIRCLE ONE) on _____, 20_____.

Remarks: _____

Community Development Department
255 South Lincoln Avenue
O'Fallon, IL 62269
Phone: 618-624-4500 Ext. 4
Fax: 618-624-4534



ATTACHMENT TO HOME OCCUPATION PERMIT

This Attachment to Home Occupation Permit is to be used when the applicant or business owner is not the property owner of record. The attachment must be completed by the owner of the property or the authorized agent*.

Date: _____

To: Community Development Department
City of O'Fallon

Purpose: Authorization to Operate Home Occupation

I, _____,

am the owner of or authorized agent for (circle one) the property located at

_____.

I have reviewed and authorize the operation of the home occupation at this location.

***For authorized agents only:** Please initial below to indicate the property owner has been notified of this application to operate a home occupation. _____

Sign: _____

Date: _____

Print Name: _____

Annual Fee \$25.00

Year Business Started ____
New ____ Renewal ____

**CITY OF O'FALLON
APPLICATION FOR BUSINESS REGISTRATION**

1. BUSINESS NAME _____ TELEPHONE # _____

2. BUSINESS ADDRESS _____

3. MAILING ADDRESS _____
(if different) Address City State Zip Code

4. BUSINESS OWNER _____
Name Telephone
Address City State Zip Code

5. CORPORATE NAME/CONTACT: _____

CORPORATE ADDRESS

PHONE NUMBER E-MAIL

6. EMERGENCY CONTACT PERSONS (Name of person in the immediate area with keys and alarm codes that can respond if necessary, AFTER HOURS).

Name Telephone

7. ILLINOIS DEPARTMENT OF REVENUE SALE TAX NUMBER (IBT) _____

8. FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN) _____

9. IF HOME-BASED BUSINESS COMPLETE HOME OCCUPATION PERMIT - CONTACT CDD AT (618) 624-4500 EXT. 4

10. ANY FEDERAL, STATE OR COUNTY LICENSES OR CERTIFICATES HELD:

11. TYPE OF BUSINESS _____ 12. NUMBER OF EMPLOYEES – PART-TIME ____ FULL-TIME ____

13. TYPE AND LOCATION OF ANY TOXIC, FLAMMABLE, OR HAZARDOUS MATERIALS STORED AT LOCATION.

ATTACH EXTRA SHEET, IF NECESSARY

14. Applying for a City of O'Fallon food license? YES ☐ NO ☐ IF YES, ATTACH A COPY OF THE HEALTH CERTIFICATE ISSUED BY THE ST. CLAIR COUNTY HEALTH DEPARTMENT AND REMIT 25.00 FOR A FOOD LICENSE

Applicant's Signature
(FOR OFFICE USE ONLY)

Date

ZONING CLASSIFICATION OF PROPERTY:

Date Approved for purpose use: _____ ☐ Commercial Occ. Required Date of Inspection: _____

☐ Required ☐ Special Use ☐ Rezoning ☐ Spec. Home Occ. ☐ Home Sales Office

Community Development Dept. Approval Signature

Date

O'FALLON DEPARTMENT OF PUBLIC SAFETY
EMERGENCY CONTACT FORM

O'Fallon Chief of Police
Eric Van Hook

Date _____

The information on the form will be used for situations that may arise after business hours, such as an unsecured building, alarm activation, fire, or criminal activity.

Business Name _____

Address _____

Phone _____

E-Mail _____

Type of Business _____

Owner Name _____

Address _____

Phone _____

Emergency Contacts (please list in calling order, name, address, and phone)

1. _____

2. _____

Does business have a commercial burglar/fire alarm? Yes No

Alarm Company _____

Address _____

Phone Number _____

Please note: Ord. 3639, 96.03 states that any person, business or corporation residing or doing business in the city or, in the area served by the O'Fallon Fire Department, or having on the person's or its premises a burglar alarm or fire alarm which transmits two false alarms within a 30 day period shall upon the third transmission of a false alarm be charged a service fee of \$100.00 for each transmission of a false alarm thereafter for that 30 day period. The Director of Public Safety shall notify the person, business or corporation of the service fee in writing, setting forth the service fee owed for that 30 day period. The person, business or corporation receiving such notification shall within 15 days of receipt thereof pay to the city the service fee owed.

Does the business have a safe? Yes No

Location _____

Do you offer a Wi-fi Connection? _____

Please notify O'Fallon Public Safety, if any of the following information changes.

By mail: 285 N. Seven Hills

By phone: 624-4545

By fax 632-6370

**EXCERPT FROM THE CITY OF O'FALLON CODE OF ORDINANCES
FOR REGULATING HOME OCCUPATION BUSINESS ACTIVITIES**

(For Informational Purposes Only)

Section 158.016 DEFINITIONS.

HOME OCCUPATION, ACCESSORY USE.

(1) Activity conducted in a dwelling unit as an economic enterprise or for compensation by members of the household residing therein that is clearly incidental and secondary to the use of the dwelling unit for residential purposes. For purposes of this definition, "activity" shall be presumed to include any activity occurring in whole or part from a residence in the city that is:

- (a) Required to be licensed by the state;
- (b) Operating under an incorporated entity under applicable law or required to be so incorporated; or
- (c) Otherwise determined to be a business activity operating out of the home by the Planning Director based on the character of the activity at the location such as:
 - 1. Use of residential location on marketing or other materials;
 - 2. Customer visits;
 - 3. Signage; and
 - 4. Deliveries or other activities of a degree or nature that are not typical of purely residential uses.

(2) *HOME OCCUPATIONS* shall include, but not be limited to:

- (a) Office uses, including web-based businesses;
- (b) Art studio or home crafts including, but not limited to, quilting, sewing, jewelry making, home cooking for sale off-site;
- (c) Teaching, with instruction limited to three pupils at a time; and
- (d) Home day care.

Section 158.038(B) SUPPLEMENTARY USE AND BULK REGULATIONS.

(B) *Home occupations.* Home occupations are required to obtain a home occupation permit, subject to compliance with all requirements herein and with such additional conditions, where applicable, as established by the Community Development Department. The permit shall be applied for on such form as established by the Director, and shall be approved, denied or conditioned by the Director as necessary to conform to the requirements herein. In any district where home occupations are permitted, the establishment and continuance of a home occupation shall be subject to the following requirements.

- (1) Such use shall be conducted entirely within a dwelling and carried on by the inhabitants there and no others. Home occupations may not serve as a headquarters or dispatch center where employees come to the home and are dispatched to other locations.

- (2) Such use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character thereof. Client visitations to the home shall no more than the range of typical visitations for other residential uses in the area.
- (3) No vehicular or pedestrian traffic generated by a home occupation shall be allowed to cause a nuisance to neighboring properties or block or interfere with the regular flow of traffic within the neighborhood.
- (4) The total area used for such purposes shall not exceed the equivalent of one-half the floor area, in square feet, of the largest floor of the dwelling unit.
- (5) There shall be no advertising, display or other indications of home occupation on the premises, except one unanimated, non-illuminated flat nameplate having an area of not more than one square foot may be permitted, as part of an otherwise authorized address and residential occupant sign, subject to other requirements of §§ [158.160](#) through [158.168](#). Such nameplate must be on the building.
- (6) No in-person sales transactions, such as selling stocks of merchandise, supplies or products may be filled on the premises; provided that, orders previously made by telephone or at a sales party may be delivered or received on site subject to limits on the level of activity set forth above.
- (7) There shall be no exterior storage on the premises or public right-of-way of material or equipment used in the home occupation, nor of any highly explosive or combustible material.
- (8) Not more than one trailer associated with the home occupation may be allowed on the premises, subject to the following requirements.
 - (a) Such trailer may not exceed eight feet wide or 25 feet long.
 - (b) If the trailer has no visible equipment, whether it is an enclosed trailer or an empty flat bed trailer, it may be parked in the driveway. If equipment is visible, the trailer must be parked inside a garage.
 - (c) Such trailer must be able to enter and exit the premises by way of an improved, dust-free surface.
- (9) The home occupation shall allow no more than one commercial vehicle parking on the premises, subject to the following additional requirements.
 - (a) The commercial vehicle is limited to a passenger car, van, pickup truck or service vehicle with a license category of B, C or D and vehicle weight of up to 12,000 pounds.
 - (b) Parking or storage of any vehicles used as a tool in the business (tow trucks, tree removers and the like) in connection with the home occupation is prohibited on premises, unless fully concealed in the dwelling or accessory residential building. Exception: parcels in the Agricultural Zoning District will be permitted to store equipment and vehicles consistent with agricultural operations as outlined in the Zoning Code.
- (10) Parking or storage of, or delivery by, heavy equipment including, but not limited to, back hoes, skid loaders, dump trucks and other similar items on the premises, is prohibited. This shall include businesses where the home is the base of operations where heavy equipment would be dispatched from the home and would create noticeable traffic to and from the home. Exception: parcels in the Agricultural zoning district will be permitted to store equipment and vehicles consistent with agricultural operations as outlined in the Zoning Code.

- (11) There shall be no noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line from any business activity and all activity shall comply with applicable building and fire codes.
- (12) In addition to other restrictions, the following types of uses are also prohibited: service, repair or painting of any motorized vehicle, including, but not limited to, motor vehicles, trailers, boats, personal watercraft, recreation vehicles and snowmobiles where the work is done on the premises where the home occupation is located; headquarters or dispatch centers where employees or contractors arrive or depart; contracting, excavating, welding or machine shops where the work is done on the premises where the home occupation is located; tow truck services where the tow truck is stored on site; the sale, lease, trade or other transfer of firearms or ammunition; sale or use of hazardous materials in excess of consumer quantities packaged for consumption by individual households for personal care or household use; and any other use of residential property that is detrimental or inconsistent with the residential character of the neighborhood.
- (13) Exemptions: The following home occupations shall be exempt from obtaining a home occupation permit; provided that, all other criteria and conditions established in this section are complied with at all times of such accessory use:
- (a) Mere home offices used for telecommuting to a primary off-site business location; and
 - (b) Home-based direct sale of products and distribution in which any corporate activity is registered at another address and provided that:
 - 1. Any sales parties or demonstrations are conducted off-site; and
 - 2. The home-based business activity is not registered or required to be registered under the provisions of the Retailers' Occupation Tax Act (ILCS Ch. 35, Act 120) or ILCS Ch. 805

*For Home Daycare, also see **Section 158.038(V) Home child care** for additional regulations.

Thank you for contacting the Illinois Department of Commerce and Economic Opportunity - (DCEO).

A business would first need to determine whether a state license is required. If they don't know, they can call us for that information.

We also explain to our clients that many communities require businesses to be licensed or registered and comply with local regulations and encourage them to check with the county [St. Clair County - 277-6600] or city clerk's office [O'Fallon Deputy City Clerk - 624-4500 x 8715] to determine local regulations and if additional requirements must be fulfilled.

Most businesses operating in Illinois will need to register with the Illinois Department of Revenue (IDOR) and obtain a Business Taxpayer Identification number. Any business buying or selling items (wholesale or retail), hiring employees, or manufacturing goods needs to register & obtain this number. The IDOR's Central Registration Division can be reached at 800-732-8866 or 217/785-3707. Visit their website www.tax.illinois.gov for more details.

If they are a sole proprietor or a general partnership and the business name is different from the owner(s) full legal name(s), the Illinois Assumed Name Act requires the business name to be registered with the local county clerk's office.

To adopt an assumed name for an Illinois Corporation or Limited Liability Company (LLC) they would contact the Illinois Secretary of State's office by calling them at 217/782-6961. Forms are available online at: http://www.cyberdriveillinois.com/departments/business_services/home.html. While online they can search their database for name availability or to check the status of a Corporation or LLC.

An Employer Identification Number (EIN) is issued by the Internal Revenue Service (IRS). To receive an EIN, please call the IRS at 800/829-4933 or visit their website at <http://www.irs.gov/>.

There are several basic state business registration requirements - such as name registration, taxation, licensing, etc. we have a handbook covering these topics called "Starting Your Business in Illinois" that you can find at the website <http://www.ienconnect.com/handbook>. The handbook is a 40-page booklet that contains information that will assist you in starting your business as well as providing you with a business plan outline. A well developed and detailed business plan is usually necessary to obtain financing of any kind.

In addition to the handbook, there are Illinois Small Business Development Centers (Illinois SBDCs) located throughout the state that will help you with loan information, business plan development, and general business assistance. To locate your nearest Illinois SBDC office, please visit <http://www.ienconnect.com/directory> (enter your complete address or zip code).

*Diana Mohr - Business Information Center
Illinois Department of Commerce and Economic Opportunity
Office of Entrepreneurship, Innovation & Technology
500 E. Monroe St., Springfield, Illinois 62701
217.558.6304 or Helpline 800.252.2923
Fax: 217.557.2853*

Other numbers:

Home Occupations - City of O'Fallon, Community Development Department
(618)624-4500 x 4
Fax (618)624-4534