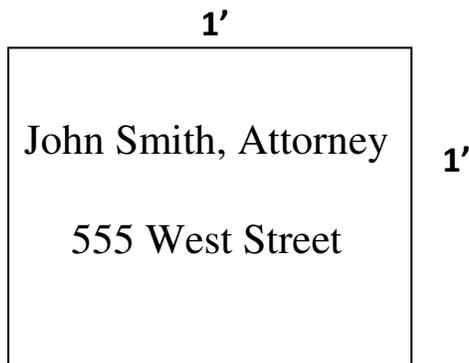


## HOME OCCUPATION REQUIREMENTS

Many people choose to utilize a portion of their property for business use so the City has prepared a set of standards which would allow this use. If the intended business use meets these standards it is considered a permitted use within your residence and no further communication with the City is needed on the matter. In addition no general business license is required to work out of your home.

The City permits one (1) sign at a maximum size of 1 x 1 see below:



Home occupation signs are exempt so no sign permit is required.

If your home should require any interior or exterior remodeling, please contact the Building Division at 815-356-3605 for permit information.

The Home Occupation standards are listed in Article 2 of the Unified Development Ordinance which can be found on our website under [www.crystallake.org/Departments/Planning&EconomicDevelopment/UnifiedDevelopmentOrdinance](http://www.crystallake.org/Departments/Planning&EconomicDevelopment/UnifiedDevelopmentOrdinance) .

Please contact the Planning and Economic Development Department at 815-356-3615 if you have any questions and good luck with your new business!

## Home Occupations

All Home Occupations must comply with the following standards:

- a. General: The use for the occupation must be clearly incidental to the use of the dwelling as a residence, so that an average neighbor would not be aware of its existence except for the signage as provided in Article 4-1000, Signs of this Ordinance. Any home occupation must not alter the exterior residential character of the dwelling or the neighborhood.
- b. Use: The uses permitted as home occupations may include, but are not limited to:
  - (i) Instruction in music, musical instruments, home crafts and arts and dance provided the total class size does not exceed 4 students at any time;
  - (ii) Tutoring, limited to 4 students at any time;
  - (iii) Home Day Care, subject to the standards listed in Section 203C-26;
  - (iv) Offices offering professional services including, but not limited to, architects, brokers, engineers, insurance agents, lawyers, real estate agents, accountants, consultants, stockbrokers, financial planners, urban planners, etc;
  - (v) Offices of salesmen, contractors, sales representatives or manufacturers representatives provided that no retail transaction shall take place on the premises, except through telephone, facsimile, telegraph or mail communication, electronic or wireless communication;
  - (vi) Studios of artists, authors, composers, photographers, sculptors;
  - (vii) Workrooms of dressmakers, seamstresses and tailors;
  - (viii) Workrooms for home crafts, crafts and trade people, including, but not limited to model making, rug weaving, lapidary work and cabinet making.
  - (ix) Limited personal services including, but not limited to chiropractor, cosmetology, massage therapy, etc.

The following uses are prohibited as home occupations:

- (i) Human or animal care facilities, such as hospitals, clinics, stables, veterinarian clinics, kennels;
- (ii) Repair shop;
- (iii) Rooming/Boarding House;

- (iv) Rental Outlets (including but not limited to rental of mobile homes, trailers, camper trailers)
  - (v) Contractor Yards;
  - (vi) Scrap/Salvage Services; and
  - (vii) Automobile Repair Services.
  - (viii) Eating and drinking establishments
  - (ix) General Retail
- c. Size: The Home Occupation may not occupy more than 20 percent or 500 square feet of the gross floor area of the dwelling unit, whichever is less;
- d. Ownership: The Home Occupation must be managed and owned by a person residing in the dwelling unit;
- e. Employment: It does not depend on the employment of more than one employee other than members of the immediate family living in the structure, provided however that appropriate off-street parking must be provided for the non-resident employee;
- f. Site Design: The site design must comply with the following requirements:
- (i) An entrance may not be specifically dedicated for the home occupation, unless otherwise required by law;
  - (ii) No alteration may be made which changes the exterior character or appearance of the dwelling. Home Occupations that require a structural alteration of the dwelling to comply with non-residential building codes are prohibited. This prohibition does not apply to modifications required to comply with any accessibility requirements;
  - (iii) The Home Occupation may not require or use outdoor storage or involve conducting business activity outdoors;
  - (iv) No commercial display of materials, merchandise, goods, or equipment is visible from the exterior of the dwelling;
  - (v) Signage is restricted to an unlighted name plate or business sign with an overall size of no more than 1 square foot that is attached flush to the dwelling, per the provisions of Article 4-1000, Signs.
- g. Operation:
- (i) The Home Occupation does not require the delivery or shipment of materials, merchandise, goods, or equipment other than by parcel delivery businesses. Sale of merchandise directly to customers on premise is not permitted.
  - (ii) The Home Occupation must be conducted so that it does not create parking or traffic congestion or otherwise unreasonably interfere with the peace and enjoyment of surrounding homes as places of residence; and
  - (iii) The Home Occupation must be operated in accordance with all applicable laws and, if any state, federal or local permit or license is required, such permit or license shall be obtained prior to beginning operation.