



Village of Round Lake

442 N. Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

www.eroundlake.com

OFFICE USE ONLY

Date Rec'd: _____

Fees Paid: _____

Staff Initials: _____

License No: _____

Home Business License Application

(PLEASE PRINT OR TYPE)

Business License Fee – Full Year:\$50

Business License Fee – Half Year:\$25 (after October 1st)

Annual Renewal Fee: \$50

Date: _____

Applicant's Name: _____

Name of Business: _____

Street Address: _____

Town/State/Zip: _____

Phone _____ Email Address _____

General Description of Proposed Activities for the Proposed Home Occupation
(include any information on tools, machines, equipment and/or supplies typically utilized with the Home Occupation,
use additional pages if needed)

Current Zoning of subject property. _____ District _____

Size of Property in Square Feet of land (or acres.) _____ Sq Ft (+/-) _____

Total size of the floor area of the Principal Building on the property. _____ Sq Ft (+/-) _____

Floor area where home occupation activities may occur (sq ft. +/-) within the principal building. _____ Sq Ft (+/-) _____

If the area will be used for multiple purposes, including the principal use (as the residence) and the accessory use as the home occupation, please explain (Use additional pages if necessary.)

1. Hours of Operation (Generally)	Start Time	End Time	Explain activities and hours of operations. (Attach additional pages if necessary)
A. Within Principal Building	_____	_____	_____
B. Within any accessory structure.	_____	_____	_____
C. Not within a building.	_____	_____	_____

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	Yes	No	Explain activities and hours of operations. (Attach additional pages if necessary)
2. Will these vehicle(s) generally be used for the home occupation?	_____	_____	_____
A. Will these vehicle(s) be larger than a standard van or pick-up truck?	_____	_____	_____
B. Will vehicle be stored on-site?	_____	_____	_____
i. Inside a building?	_____	_____	_____
ii. Outside a building?	_____	_____	_____
C. Will any vehicle(s) be stored off-site?	_____	_____	_____
D. Will any vehicles(s) be making trips to or from the home occupation?	_____	_____	_____
3. Will changes be necessary to the interior of the principal building related to the home occupation operations?	_____	_____	_____
4. Will changes be necessary to the exterior of the principal building related to the home occupation operations?	_____	_____	_____

I attest that the information provided accurately reflects the operational activities planned to be associated with this Home Occupation at this location. I also understand that if the operational activities for this Home Occupation are to change from those noted in this application, that a new application must be completed and filed with the Village. I further understand that if the Home Occupation is not operated consistent with the information contained in this Application Form or if the operations become a nuisance to adjoining property owners and neighbors then the Home Occupation will not be allowed to continue and will be required to cease operations and may be subject to any fines or other legal remedies for zoning non-compliance.

Name of Applicant (Please Print)

Applicant Signature

After review of the information provided on this Home Occupation Zoning Permit Application -the Zoning Administrator will provide the approval or if not permitted, will provide the code section that supports the denial or possibly request that additional information be provided.

Home businesses that will require any building permits cannot begin operation of their business until all necessary permits, inspections and approvals have been obtained.

Office Use Only

Staff Sign-off/approvals:

_____ COMPLETED APPLICATION

_____ APPROVED

_____ DENIED/REASON FOR DENIAL: _____

Full Year - May 1st of current year, ending April 30 of following year

For one-half year or less - October 1st of current year and ending April 30, 20____

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Please read each restriction below and initial each.

1. No person who is not a member of the immediate family occupying such dwelling unit shall be employed in connection with the occupation. _____
2. There shall be no manufacturing or processing of any sort. _____
3. No sign shall advertise the presence or conduct of a home occupation. _____
4. No wholesale, jobbing or retail business shall be permitted unless it is conducted entirely by mail or telephone and does not involve the receipt, sale, shipment, delivery or storage of merchandise on or from the premises; provided, however, that articles produced by members of the immediate family residing on the premises may be sold from and stored upon the premises. _____
5. There shall be no alternation of the principal residential building which changes the character thereof as a dwelling. _____
6. No more than twenty-five (25) percent of the area of one story of a single-family dwelling not more than twenty (20) percent of the area of any other dwelling unit, shall be devoted to the home occupation. _____
7. No mechanical or electrical equipment may be used except such types as are customary for purely domestic, household or hobby purposes. _____
8. There shall be no storage outside a principal building or accessory structure of equipment or materials used in the home occupation. _____
9. The home occupation shall be conducted entirely within the principal residential building or in a private garage accessory thereto. _____