



Village of Round Lake

Community Development

442 North Cedar Lake Road Round Lake, IL 60073
847-546-5400 fax 847-546-1872
www.eroundlake.com

APPLYING FOR A HOME OCCUPATION LICENSE

CHECK THE ZONING

To begin the process, please complete and return the Zoning Compliance form attached. The application will be reviewed for zoning and land use regulations. Upon approval, the Home Occupation License Application and supporting documentation may be submitted for processing.

SUBMITTAL CHECKLIST

Following receipt of zoning approval, please submit the following documents at time of Business License/ Certificate Application submittal:

- Completed Home Occupation License Application
- Copy of Federal Employer Identification Number (FEIN) Assignment
- Copy of Sales and Use Tax Certificate (where applicable)
- For **Corporations and LLC's**, Copy of Articles of Incorporation
- For **Sole Proprietors**, Assumed Business Name Certificate from Lake County
- For **Partnerships**, copy of partnership agreement

FEES

The annual License Fee is \$50.00 and the license year runs May 1st to April 30th. Licenses issued between November 1st and April 30th receive a discounted rate of \$25.00.

SUBMITTAL

To submit your completed application by e-mail, scan the completed form and all related materials. Send the electronic files to cbaker@eroundlake.com.

To submit your completed application in person, visit the Community Development Department at the Village Hall. A drop box is available in front of the building for drop off outside of business hours.

To submit your completed application by regular mail, send the completed form and supporting materials to:

Village of Round Lake
Attn: Community Development
442 N. Cedar Lake Rd.
Round Lake, IL 60073



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ZONING COMPLIANCE FOR HOME OCCUPATIONS

NEW BUSINESS STATE-LICENSED BUSINESS

BUSINESS INFORMATION

BUSINESS NAME: _____

DBA: _____

SQUARE FOOTAGE: _____

SQ FOOTAGE OF BUSINESS: _____

OWNER INFORMATION

OWNER NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

DESCRIPTION OF BUSINESS/SERVICES (BE SPECIFIC, USE ADDITIONAL PAGE WHERE NEEDED)

I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date

FOR OFFICE USE

ZONING SUMMARY

- Permitted Use
 Not a Permitted Use
 Special Use Required Special Use Received _____ / _____ / _____

Zoning Classification: _____

Signature of Zoning Administrator



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HOME OCCUPATION LICENSE APPLICATION

BUSINESS OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

BUSINESS INFORMATION

BUSINESS NAME: _____

PHONE: _____

FAX: _____

WEBSITE: _____

EMAIL: _____

TYPE OF BUSINESS ENTITY:

- CORPORATION
- SOLE PROPRIETOR
- PARTNERSHIP

- LIMITED LIABILITY COMPANY
- NON FOR PROFIT
- OTHER: _____

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 alteration of the 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. _____

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.

SIGNATURE OF APPLICANT _____

DATE _____

FOR OFFICE USE

APPROVED NOT APPROVED

SIGNATURE OF VILLAGE REPRESENTATIVE

DATE



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HOME OCCUPATION LICENSE FAQ

DO I NEED A HOME OCCUPATION LICENSE IN ROUND LAKE?

All businesses, including home-based businesses, located within the Village of Round Lake must maintain a current Business License or Business Certificate.

- A Business License is required by the Village Code to conduct most types of businesses;
- A Business Certificate is required if your business is regulated by the State of Illinois.

I am thinking of starting a new business in Round Lake. Do I need to submit everything on the Submittal Checklist to determine if my idea is even possible?

No, please complete the Zoning Compliance form and return to Community Development. Staff will review for zoning and land use regulations and contact you with the next steps.

Where can I pick up an application?

Applications are available in the Community Development Department, located at Village Hall. Applications are also available online through the Village's website. Simply click on "Business", "Home Occupation" and you will find the Application under Forms and Guides.

How long will the License/ Certificate process take?

Expect the process to take 5-10 business days, provided that the application was complete at the time of submission.

GENERAL GUIDELINES

- No sign shall advertise the presence or conduct of a home occupation.
- There shall be no manufacturing or processing of any sort.
- The home occupation shall be conducted entirely within the principal residential building or in a private garage accessory thereto.
- The Home Occupation shall not utilize more than twenty-five percent (25%) of the gross floor area of the dwelling unit.
- No outdoor storage of any kind is permitted.
- No noise, odor, dust, vibration, smoke, glare, television/radio/electrical interference, fire or other hazard shall be emitted from the dwelling.

For more information, contact the Community Development Department.