



HOME OCCUPATION PERMIT APPLICATION
 Village of Lansing
 Department of Planning- Business Licensing
 3141 Ridge Road, Lansing, IL 60438
 (708) 895-7174 FAX (708) 832-4585

Incomplete or illegible applications will not be accepted.
Information on this form is a public record

HOME OCCUPATION PERMIT APPLICATION (Must Accompany a Completed Business License Application**)**

A Home Occupation Permit is required to operate any business from a residential location. The license applicant must initial and comply with all the conditions below. If you cannot comply with ALL the conditions listed, you CANNOT operate from a residence and you would need to find a properly zoned commercial address for your business.

Home Occupation Permits are only approved for the home location on the corresponding application. The Home Occupation Permit does not move to another residence. If the business is moved to another residence, a new Home Occupation Permit for the new location is required.

<ol style="list-style-type: none"> 1. _____ Only the occupants of the dwelling unit shall be engaged in the business activity approved for the Home Occupation Permit. 2. _____ No employees shall report to work or be dispatched from the property. 3. _____ There shall be no transacting of business or offers to transact business with customers or clients who have come to the property. 4. _____ There shall be no signage or other advertising of any kind, whether on the property or elsewhere, which advertises the address or physical location of the property or identifies the existence of a Home Occupation on the property. A home telephone number or post office box may be advertised by any medium other than on-site language. 5. _____ No motor vehicle repair, paint or body work, commercial preparation of food for service on the premises, business related to or involving explosives, ammunitions or weapons, beauty parlor or barber shop, or ambulance or related emergency services shall be permitted as Home Occupation. 6. _____ A Home Occupation shall not create pedestrian, automobile or truck traffic in excess of the normal amount associated with residential uses in the district. 7. _____ A Home Occupation business shall be conducted exclusively within the main dwelling or within an accessory structure which has been approved for the Home Occupation Permit, except for horticultural activities. 8. _____ The number of on-site parking spaces shall not be reduced to less than two. 	<ol style="list-style-type: none"> 9. _____ No Home Occupation business shall create or cause noise, dust, light, vibration, gas, fumes, toxic or hazardous materials, smoke, glare, electrical interference or other hazards or nuisances either on or off the premises. 10. _____ There shall be no electrical or mechanical equipment which is not normally found in a residential structure and no equipment found on the premises shall cause a change in the fire safety or occupancy classification of the dwelling unit. 11. _____ There shall be no outdoor storage or use of any toxic chemicals or hazardous materials of any type or in any amount not normally found in a residential structure. 12. _____ No more than one vehicle with a maximum capacity of one ton shall be used in connection with a Home Occupation Permit.
	PRINT NAME: _____ DATE: _____ _____ APPLICANT SIGNATURE

FOR VILLAGE OF LANSING USE ONLY

APPROVED DENIED SIGNATURE: _____ DATE: _____

COMMENTS: _____
