

**VILLAGE OF BARTLETT**  
**HOME OCCUPATION PERMIT APPLICATION**

Section 10-3-5.E

Home occupations are permitted as accessory uses in residential districts provided that:

1. A permit is obtained from the Community Development Department. The fee for the permit is found in the Bartlett Building Code (Title 9).
2. The use does not change the exterior character of the building and does not create noise, glare, odors, dust, vibration, noxious fumes or smoke readily discernible at the property lines of the zoning lot on which the use is situated that exceeds what is normally produced by a single family dwelling.
3. The use does not impact the existing character of the neighborhood, including traffic, light, and noise.
4. The use complies with section 4-3-4 (excessive noise) of the Municipal Code.
5. Except for deliveries, all activities for a home occupation must be located within the principal structure. No outdoor storage is allowed.
6. No mechanical equipment is used except such as is normally used for purely domestic or household purposes.
7. The use of the dwelling unit for a home occupation (including the office, workspace, storage and inventory) does not exceed 20% of the total floor area of the principal structure (which includes the basement and attached garage) or 400 square feet whichever is less.
8. Any storage or inventory maintained on the premises in conjunction with a home occupation shall not exceed 200 square feet.
9. There are no commodities sold on or from the premises associated with the home occupation except those transactions made through telephone, mail communication or electronic or wireless communication for offices of a salesperson, sales representative or manufacturer's representative.
10. Any production on the premises shall not involve the conduct of a manufacturing business typically only permitted in the industrial zoning districts.
11. There are no hazardous materials used or stored on the site other than those commonly found within a single family dwelling. Such materials shall be limited to quantities that do not constitute a fire, health or safety hazard.
12. No more than one (1) person is employed, other than a member of the immediate family residing on the premises.
13. No more than three (3) pupils, clients, or customers can be present at the same time.
14. Any commercial vehicle in connection with the home occupation which is stored or parked on the lot must be in accordance with Section 10-3-5.L of this Title. See Attached
15. The only signage is limited to a nameplate not more than two (2) square feet in area.
16. No separate entrance is provided in connection with the operation of any home occupation.
17. If a basement is utilized for pupils, clients or customers in connection with the home occupation; an escape window must be provided if there is no other direct egress to the outside from the basement.

## 10-3-5:L. Commercial Vehicles:

Commercial Vehicles: Commercial vehicles, including those that contain equipment racks to carry commercial equipment and those that have signage and lettering on any side, front or rear of the vehicle, may be parked or stored on a residential zoning lot if located within a fully enclosed garage; or, if visible from adjacent rights of way or properties, shall meet all of the following requirements:

1. The commercial vehicle must display an A, B or D license plate; provided, however, a commercial vehicle with a D license plate shall not exceed a height of eight feet six inches (8'6") tall measured from the existing grade to the top of the vehicle roof;
2. The commercial vehicle must be parked on a paved surface at least ten feet (10') from the side or rear property line of the zoning lot;
3. The equipment and materials stored in the bed of a pickup or flatbed truck must be covered by a commercially manufactured bed cap, cover (e.g., tonneau cover) or tarp; and
4. The commercial vehicle must be owned or legally controlled by one of the owners or occupants of the principal use. (Ord. 2010-75, 9-21-2010)

# HOME OCCUPATION PERMIT APPLICATION

<b>For Office Use Only:</b> Permit #: _____ Received: _____ (Village Stamp)
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**Village of Bartlett**  
Community Development Dept.  
228 S. Main Street  
Bartlett, IL 60103  
Ph: (630) 540-5940  
Fax: (630) 540-5436  
E-mail: [CommunityDevelopment@vbartlett.org](mailto:CommunityDevelopment@vbartlett.org)  
Web: [www.village.bartlett.il.us](http://www.village.bartlett.il.us)

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## APPLICANT MUST COMPLETE AND SIGN APPLICATION

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BUSINESS NAME: \_\_\_\_\_

Type of Home Occupation Use: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

PERMIT APPLICANT'S NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

PLEASE DESCRIBE THE PROPOSED HOME OCCUPATION USE BELOW. MAKE REFERENCE TO THE HOME OCCUPATION ORDINANCE DESCRIBED IN SECTION 10-3-5.E OF THE BARTLETT ZONING CODE.

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SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

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## FOR OFFICE USE ONLY

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ZONING DIST.	FINAL INSPECTION DATE	ISSUED BY	TOTAL FEE \$ 50.00
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